

GENERAL DYNAMICS

Ordnance and Tactical Systems

Healdsburg Supplier Quality Requirements

QR-0023

Revision	Date
-	02/27/2019

Baseline Process Freeze

Revision History

REV.	CN #	DATE INCORP.	NOTES
-	40764	02/27/2019	Initial Release

Requirements

A “Baseline Freeze” means a Supplier shall not change any material (cleaning, lubricating, etc.), part, process, manufacturing procedure or sequence, tooling, inspection/test methodology or equipment, subcontractor, or location of processing/manufacture including subcontracted processors without prior notification and approval by GD-OTS Healdsburg, also reference SQR1, Section 4.2 Change in Approved Systems, Processes, Materials, or Procedures. The above factors shall not be altered, redesigned, or replaced by any other design, material, part, process, manufacturing procedure or sequence, tooling, or inspection/test methodology or equipment. Nor shall the items be produced or processed at other than the supplier’s or subcontractor’s original facility which produced the acceptable items, without prior notification and approval by GD-OTS Healdsburg.

Upon acceptance of the PO, the Supplier shall provide an initial Baseline-Process Freeze Report (VF-0139 –A1) identifying sub-tier special processes and noted critical processes. Prior to the build the supplier shall submit documentation to verify the process, including Manufacturing and Inspection documentation (VF-0139 Full Report –A2). Once approved, this shall be submitted with the first delivery. With each subsequent lot/delivery the supplier shall provide (VF-0139 Repeat Report –B) documentation, with references to the original process documentation provided above.

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VF-0139 Form	Originator	Description
Initial Report - A1	Supplier within 10 days of contract award	Declaration of Sub-Processors (just page 1)
Full Report - A2	Supplier provides prior to and with first production build	Full Baseline-Process Freeze Report with process documentation
Repeat Report - B	Supplier provides with each subsequent delivery	Indicates no changes from last approved Full Report

Note: Supplier shall submit a copy of the applicable GD approved VF-0139 A2/B with each shipment of parts.

The Supplier shall assure that changes in any item listed in the Baseline Report require a GD-approved Process Change Request (VF-094) prior to incorporation into the manufacturing process defined by the baseline documentation. The Supplier shall provide either appropriate technical documentation demonstrating, or a plan documenting their approach to assuring, that the new condition has not degraded the safety, quality, reliability, or long-term storage of the product provided. If in doubt, ask before implementing any change. GD-OTS Healdsburg shall review the items submitted, the corresponding data and the report, and provide written approval of the request. GD-OTS Healdsburg's approval must be in writing before you proceed. Upon approval of the change, updated VF-0139-A1 (if affected by change) and VF-0139-A2 reports shall be submitted for approval.