

# GENERAL DYNAMICS

## Ordnance and Tactical Systems

### Healdsburg Supplier Quality Requirements

**QR-0023**

Revision	Date
<b>A</b>	<b>04/02/2024</b>

## Baseline Process Freeze

### Revision History

REV.	CN #	DATE INCORP.	NOTES
-	40764	02/27/2019	Initial Release
A	99095	04/02/2024	Update/Define Process

### Requirements

A “Baseline Freeze” is directly associated with a part number or process, and bridges purchase orders and/or contracts, and means a Supplier shall not change any location (or locations as defined on the GD-OTS VF-094 form and approved VF-0139, or Supplier furnished supporting documentation), material (cleaning, lubricating, etc.), part, process, manufacturing procedure or sequence, tooling, inspection/test methodology or equipment, utilization of alternate production line(s) or equipment, subcontractor, or location of processing/manufacture including subcontracted processors without prior notification and approval by GD-OTS. Location regarding the Baseline Process Freeze is defined as movement within a building or area or cell, or from building to building, or movement to another site, facility, campus, factory, or plant. Changes to a Baseline Frozen product or process may trigger the need for a First Article Inspection (FAI) as defined in QR-0021 in accordance with AS9102. 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.

Upon acceptance of the PO, the Supplier shall provide a Baseline-Process Freeze Report (either current/latest version, or VF-0139 –A1 if the Baseline Freeze is initial or changing) 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 or B as applicable). Once approved, this shall be submitted with each purchase order 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/Folsom shall review the items submitted, the corresponding data and the report, and provide written approval of the request. GD-OTS 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.