



Quality Assurance Work Instruction		CP-00-13015-02
Approved: <i>M. J. Schmoll</i>	Date: 25 June 2004	
Title: Disposition of Deliverables, Records of	Rev NC	Page 1 of 5

1.0 POLICY/PURPOSE

It is the policy of Santa Barbara Applied Research (SBAR) to provide its products, deliverables, and Contract Data Requirements List (CDRL) requirements in accordance with the Prime Contract requirements and the Delivery Order Statement of Work (SOW).

This WI provides guidance for SBAR Project Managers and General Managers directly responsible for product development, collection, review, consolidation of deliverables, and preparation of shipping documents to ensure all requirements of the contract and delivery order are met.

2.0 SCOPE

This work instruction (WI) is developed specifically for use by SBAR personnel and is unique to the operation of that office. This WI applies to the SBAR office in Ventura, CA (VTA). (NOTE: This WI does not apply to Vandenberg Air Force Base contracts.)

3.0 REFERENCES AND DEFINITIONS

3.1 References

Federal Acquisition Regulation (FAR)
Department of Defense Federal Acquisition Regulation Supplement (DFARS)

ISO 9001: Quality Management Systems-Requirements, Third Edition (2000-12-15)

- ISO 9001 Element 7.5, Production and Service Provision

SBAR Documents

- SBAR Purchasing Procedure (CP-00-4000)

3.2 Definitions

Refer to Purchasing Procedure (CP-00-4000, Section 3.2)



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4.0 RESPONSIBILITIES

4.1 Contracts Administrator

The Contracts Administrator is responsible for the development of this WI, and all future changes and modifications. The Contracts Administrator is also responsible for final signature of the appropriate shipping document(s) as required by the contract and/or the delivery order: letter of transmittal or Department of Defense form DD Form 250. Refer to the forms section of the Purchasing Procedure (CP-00-4000) for directions for completing the DD Form 250.

4.2 Project Managers

Project Managers assigned responsibility for development and delivery of products awarded to SBAR by contract are to ensure that all contract requirements have been met, required documentation has been completed, and consolidation of all deliverables has been performed prior to shipment to the customer.

5.0 REQUIREMENTS/PROCEDURES

5.1 General

When a CDRL item is due for delivery, the Project Manager will ensure that the deliverables meet the contract requirements, and are ready for delivery. Before the delivery takes place, the Contracts Administrator verifies that all CDRL items are accounted for and delivered on time.

5.2 Procedures

Project Managers, upon completion of the finished product, prepare items for shipment in accordance with the following tasks.

- Ensure that the finished product meets all requirements of the delivery order SOW.
- Document and handle any non-conforming product/services in accordance with SBAR's *Control of Nonconforming Product/Corrective and Preventive Action Procedure*.
- Ensure that all hardware, software, CDRLs, and documentation are in order.



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- Prepare all items for shipment including, but not limited to, hardware, software, reports, calculations, documentation, and all other products required to fulfill the requirements of the delivery order.
- Prepare the deliverables for shipment using the most appropriate method of shipment and proper packing and packaging.
- Notify the Contracts Administrator that order requirements are complete and ready for shipment to the customer by preparing the appropriate document to be used for delivery: letter of transmittal or DD Form 250.

Upon notification by the Project Manager that the product is complete and ready for delivery to the customer, the Contracts Administrator performs the following tasks.

- Review the contract and delivery order to ensure that all requirements have been fulfilled and sign the appropriate document to be used for delivery: letter of transmittal or DD Form 250.
- Verify that the letter of transmittal or DD Form 250 has been prepared in accordance with instructions contained in the Forms Section of Purchasing Procedure, CP-00-4000.
- Ship/deliver the product by the most appropriate method.

Following submittal of each deliverable, the Project Manager ensures that the following tasks are accomplished.

- Update the CDRL status sheet in the delivery order file (Form CP-00-13015-02-A).
- Place a copy of the letter of transmittal or DD Form 250 in Section 4 of the delivery order file.
- File a copy of the deliverable with corresponding letter of transmittal or DD Form 250 in the appropriate deliverable file.
- Update the CDRL status sheet when the signed DD Form 250 is received and replace the existing DD Form 250 by the signed DD Form 250.



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When the final letter of transmittal or DD Form 250 (Z) is submitted, a Customer Survey Form (CP-00-9019-A) is attached and forwarded to the customer. This form is designed to provide SBAR with timely and accurate feedback from the customer and improve communications concerning SBAR quality and performance. See the Servicing Procedure (CP-00-9019) for more information about Customer Surveys.

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