

Annex 3.2: Division of Responsibilities Between PWGSC and DND for the Quality Assurance of Materiel and Services

1. Public Works and Government Services Canada (PWGSC) and the Department of National Defence (DND) agreed in principle to a division of responsibilities between the two departments for the quality assurance of materiel and services acquired on behalf of DND. This agreement will be amended, if and when required, only with the consent of both departments.
2. This agreement identifies the division of responsibilities as agreed by each department for the quality assurance of materiel and services, as it applies to military specifications, acquired on behalf of DND.

It does not deal with materiel and services to non-military specifications (see [Annex 3.1](#)) or with the division of responsibilities for materiel and services managed by an interdepartmental project management office which are the subject of a separate agreement.

Materiel and services to military specifications: *Includes all materiel and services, including repair and overhaul, as well as research and development for which a military or other DND specification or requirement is included in procurement documentation. Also included in this category are materiel and services which are not covered by DND or military specifications but which are of sufficiently significant concern to DND as to require the allocation of responsibilities annotated under this heading.*

3. PWGSC shall also participate with DND in identifying the application and use of quality assurance techniques at the earliest possible stage in the product life cycle and the development and implementation of cost-effective quality assurance support programs.
4. DND shall be solely responsible for the designation of materiel and services as "Military" or "Non-Military" in technical and procurement documentation.
5. The responsibilities identified for a Sub-activity does not mean exclusive involvement by one department. Close participation and coordination by both departments is essential throughout the various phases of the procurement program.

Where participation by the other department is indicated, the responsible department is expected to initiate the consultation. However, it does not preclude either department from requesting participation in, or consultation on, any given sub-activity relative to an established program.

Annex 3.2.1: Division of Responsibilities Between PWGSC and DND for the Quality Assurance of Materiel and Services

Materiel and Services for Military Specifications

Sub-activity Description

A: Definition of Requirements - DND assigned overall responsibility

Quality assurance services which support achievement of the quality of design, its practicality for manufacture and the means by which conformance will be demonstrated. The tasks involve participation in:

- A.1 Evaluation with DND of technical data for completeness, clarity, freedom from irrational or excessive tolerances, contradictions, overstatement of quality requirements, ability to meet interface requirement, etc.
- A.2 Review of design to determine completeness of definition, the methods for demonstrating conformance and analysis of system effectiveness of such major elements as:
 - a. Safety
 - b. Maintainability
 - c. Reliability
 - d. Performance
 - e. Human Engineering
 - f. Interchangeability
 - g. Configuration Control
- A.3 Establishment and definition of test methods with respect to practicality, suitability and cost as related to:
 - a. Qualification Approval
 - b. Design Approval Model (Prototype)
 - c. Production Unit Conformance
 - d. Acceptance Trials

Responsibility for Sub-activity - DND
Normally Participates in Sub-activity - PWGSC

- A.4 Applicability of technical data to current programs of maintenance, repair and overhaul and reprovisioning.

Responsibility for Sub-activity - DND

- A.5 Selection of parts, components or process, with avoidance of those which are difficult to control, subject to excessive variation or high failure rate, etc.

Responsibility for Sub-activity - DND
Normally Participates in Sub-activity - PWGSC

- A.6 Classification of quality characteristics with respect to their importance to design objectives.
- A.7 Designation of quality control and inspection system standards.

- A.8 Definition of preferred warranty requirements.
- A.9 Establishment of requirements for technical reports from suppliers.

Responsibility for Sub-activity - DND

B: Quality Assurance Support Programs - DND assigned overall responsibility

Develop, support and maintain programs conducive to efficient procurement and quality assurance which includes such tasks as:

- B.1 Development as appropriate of contractor quality system standards/specifications for contract use.
- B.2 Maintenance of qualified/approved product programs.
- B.3 Evaluation of the acceptability of suppliers' quality control/inspection systems, commercial test, laboratory and calibration facilities.

Responsibility for Sub-activity - DND
Normally Participates in Sub-activity - PWGSC

- B.4 Selection of suppliers with acceptable quality control/inspection systems, commercial test, laboratory and calibration facilities.

Responsibility for Sub-activity - PWGSC
Normally Participates in Sub-activity - DND

C: Requisitioning - DND assigned overall responsibility

Quality assurance tasks associated with requisitioning (contract demands, local purchase orders).

- C.1 Review of the requisition with DND for applicability of the technical data.
Responsibility for Sub-activity - DND
Normally Participates in Sub-activity - PWGSC
- C.2 Development of Quality Assurance Plan.
- C.3 Assurance that workmanship standards are established.
- C.4 Determine which contractor quality control/inspection requirements are applicable.
- C.5
 - a. Designation of the Quality Assurance Authority, and
 - b. Designation of government quality assurance at source or inspection at destination.

Responsibility for Sub-activity - DND

- C.6 Develop and include special clauses of significance to the assurance of quality.

Responsibility for Sub-activity - DND
Normally Participates in Sub-activity - PWGSC

D: Preparation of Bid Solicitation - PWGSC assigned overall responsibility

Quality assurance tasks associated with the preparation of bid solicitations.

- D.1 Review of quality requirements on the requisition for completeness and clarity.

Responsibility for Sub-activity - DND

- D.2 Establishment of criteria for the evaluation of bids/proposals for compliance with quality requirements.
- D.3 Review of past performance of potential bidders in respect of their quality history, to determine potential suppliers.
- D.4 Explanation of quality requirements at the prebidders' conference.

Responsibility for Sub-activity - PWGSC
Normally Participates in Sub-activity - DND

E: Bid Evaluation and Supplier Selection - PWGSC assigned overall responsibility

Quality assurance tasks associated with evaluation and supplier selection in relation to:

- E.1 Evaluation of bidders' quality capabilities based upon their quality history and pre-award survey of their quality control/inspection systems.
- E.2 Evaluation with DND of the quality/quality assurance implications of selecting alternative products.
- E.3 Trade-off analysis of performance cost and schedule.

Responsibility for Sub-activity - DND
Normally Participates in Sub-activity - PWGSC

F: Contract Preparation and Final Award - PWGSC assigned overall responsibility

Quality assurance tasks associated with contract preparation and final award in relation to:

- F.1 Resolution of negotiations with contractor on quality-cost matter not finalized at the bid evaluation stages and review of contract quality requirements to ensure mutual understanding.
- F.2 Verification with DND that the contract includes the required quality system requirements.

Responsibility for Sub-activity - PWGSC
Normally Participates in Sub-activity - DND

G. Contract Administration - PWGSC assigned overall responsibility

Performance of the following activities in support of PWGSC contract administration throughout the duration of the contract, as applicable:

- G.1 Quality Assurance Verification of the continuing effectiveness of the contractor's

methods for controlling his product quality. These elements are:

- a. Management control system review
 - b. Planning
 - c. Quality Assurance documentation
 - d. Corrective action
 - e. Design, development, control and engineering features
 - f. Documentation control and change
 - g. Control of inspection, measuring and test equipment
 - h. Control of contractor purchased materiel
 - i. Manufacturing and process control
 - j. Purchased and/or supplied materiel standards and specifications
 - k. In-process and final inspection and test
 - l. Sampling procedures
 - m. Control of non-conforming materiel
 - n. Inspection status
 - o. Handling, storage and packing
- G.2
- a. Verification of the conformance of preproduction or first-off unit.
 - b. Periodic sampling as appropriate during production to ascertain conformance to specifications.
 - c. Timely reporting to PWGSC in the event of deviations from specifications.
 - d. Verify acceptability of product and authorize release to consignee.
- G.3 Quality assurance action in technical change procedures such as initiation, and recommendation.
- G.4 Review of contract quality requirement with contractor to ensure mutual understanding.

Responsibility for Sub-activity - DND
Normally Participates in Sub-activity - PWGSC

H. Contract Close-out and Clean-up - PWGSC assigned overall responsibility

Quality assurance tasks performed during contract close-out and clean-up:

- H.1 Verification from DND of the condition and disposition of Crown-owned production tooling, inspection and test equipment.
- H.2 Verification from DND of the completeness, suitability and proper disposition of technical data and documentation.

Responsibility for Sub-activity - DND
Normally Participates in Sub-activity - PWGSC

I. Post-delivery Appraisals - DND assigned overall responsibility

Quality assurance tasks arising during the life of the product in relation to:

- I.1 Quality History
 - a. Accumulation and assessment of quality assurance histories for the purpose of recommending need for modification of product technical data, quality

assurance standards, or quality assurance plans for the product, based on quality data acquired from the following:

- i. Product Qualification
- ii. Supplier Evaluation
- iii. Bid Evaluation
- iv. Product Quality Assurance
- v. Post-delivery Appraisal

I.2 Unsatisfactory Condition Report/Complaints

- a. Review of failure reports where the complaint has been associated with quality defects.
- b. Analysis and identification of cause.
- c. Seeking of corrective action with contractor or through PWGSC. In all instances, DND should notify PWGSC immediately in writing.

Responsibility for Sub-activity - DND
Normally Participates in Sub-activity - PWGSC

J: Disposal - DND assigned overall responsibility

Quality assurance tasks related to the disposal of equipment and data.

K: Warehousing and Distribution - DND assigned overall responsibility

Quality assurance tasks associated with the development of a quality program which will assure product quality on receipt, during storage and on issue, including such elements as:

- K.1 Preparation of Inspection Plans, including inspection on receipt, during storage, on issue and after repair.
- K.2 Control of technical data.
- K.3 Control of adequacy of inspection equipment.
- K.4 Incoming inspection.
- K.5 Identification of defective material.
- K.6 Procedures for material handling.
- K.7 Packaging and shipping.
- K.8 Inspection records.
- K.8 Quality audit.
- K.9 Corrective action.

Responsibility for Sub-activity - DND