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PROGRAM DOCUMENT

PD2000

REV B

Issued 1998-06
Revised 2004-03
Superseding Rev A 2001-07

GOVERNANCE AND ADMINISTRATION OF AN INDUSTRY MANAGED PRODUCT QUALIFICATION PROGRAM

1. SCOPE:

- 1.1 This document defines the requirements for the operation of the Qualified Product Management Council (QPMC) in the governance and administration of an industry managed product qualification program.
- 1.2 The qualified product management process is designed to meet the following objectives:
 - Provide a consistent approach to qualification of product
 - Ensure fairness among competitors
 - Maximize competition without the loss of quality
 - Provide a mechanism for independent, objective and consistent analysis of product data
 - Allow for flexible approaches as needed
 - Maximize user resources
- 1.3 The QPMC and all bodies reporting to the QPMC, including Qualified Product Groups (QPGs), committees, and ad hoc groups, shall operate in accordance with this procedure and all referenced documents.

PRI operating procedures provide that "This report is published by PRI to advance the state of technical, engineering, and quality sciences. The use of this report is entirely voluntary, and its applicability and suitability for any particular use, including any patent infringement arising therefrom, is the sole responsibility of the user."

PRI invites your written comments and suggestions.

2. REFERENCES

2.1 Applicable Documents

PRI PD2001	Manufacturer Request for Product Approval and Qualification Process
Appendix E of SAE Aerospace Council Organization and Operating Guide for Aerospace Standards Development Program	Standards Development Organization (SDO) Guidelines for Preparing Mandatory Qualified Product Lists (QPL) to Standards and Specifications

2.2 Definitions

QUALIFIED MANUFACTURER: A manufacturer listed on the Nadcap Qualified Manufacturer List (QML).

MANDATED BODY: A mandated body is one designated by the PRI Qualified Product Management Council (QPMC) in accordance with PRI PD2000. This body is responsible for assessing whether a manufacturer's products comply with the relevant standards. The Mandated Body is known as a Qualified Products Group (QPG) and is composed of members from the Original Equipment Manufacturers (OEMs) and Government Agencies. (e.g., The PRI-QPMC has mandated a Fluid System Standard QPG for Aerospace Couplings, Fittings, Hoses, and Clamps.)

QUALIFIED PRODUCTS LIST (QPL): A document, which lists manufacturers who have received a PRI product qualification approval letter to a specific standard for specific product designations and plant locations.

ORIGINAL EQUIPMENT MANUFACTURER (OEM): A manufacturer whose principle business is to design and build systems or subsystems from components or materials (i.e.; Airframes, Engines, Avionics Equipment/and Vehicles, Ships, etc.).

SDO: Standards Development Organization

SECOND PARTY VERIFICATION TESTING: Complete or partial qualification testing and inspections by OEM-User(s) to verify suppliers' qualification tests.

USER: An organization purchasing a specific product to be utilized within an assembly, part, or finished product; a purchaser of an item containing the specific product.

3. GENERAL PROGRAM DESCRIPTION

- 3.1 The Industry Managed Qualified Products List (QPL) Program provides a basic uniform method for qualifying products in accordance with industry standards and requirements by the individual Qualified Product Group (QPG).
- 3.2 Manufacturers/suppliers seeking to have their products listed on a QPL shall apply to PRI. A documented application procedure (PD2001) provides manufacturers/suppliers the process for having their products listed on a PRI QPL.

4. ORGANIZATION

- 4.1 Qualified Product Management Council (QPMC)
- 4.1.1 Responsibilities
- 4.1.1.1 The QPMC manages the Qualified Product Management Process.

Key activities of the QPMC to meet objectives shall include, but not be limited to:

- Monitoring and overseeing the qualification program
- Establishing procedures
- Maintaining a process to grandfather existing Qualified Product Lists (QPLs) and establishing criteria for their maintenance
- Advocating cost-effective alternative methods for qualification and requalification of products based on past performance, etc.
- Providing to industry an effective administrative structure to manage QPLs utilizing existing task groups, committees, etc., and providing feedback to industry in the form of guides or advisories
- Coordinating and communicating major activities throughout the industry
- Resolving QPL issues and providing direction
- Establishing international liaisons and recognition
- Providing guidelines to SDOs (e.g., SAE Aerospace Council Operating Procedure, Appendix E)
- Ensuring consistency in QPG operating procedure (see Appendix A)

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- Designating mandated bodies as technical Qualified Product Groups (QPGs)
- Resolving appeals of QPG decisions as described in Section 6 herein.

4.1.2 Authority

4.1.2.1 The QPMC operates under the auspices of the Performance Review Institute (PRI) Board of Directors and in cooperation with cognizant technical committees of affiliated Standards Development Organizations (SDOs).

4.1.2.2 The relationship of the QPMC/QPG to other participants is shown in Figure 1.

4.1.3 Membership

4.1.3.1 Membership in the QPMC is composed of users and a PRI Board-appointed staff member who will serve as the Secretariat.

4.1.3.2 New members shall submit a written request to the chairperson for consideration as a member of the QPMC and shall be confirmed by the QPMC. The goal of the QPMC membership shall be to maintain a balance between users and government activities that represent different organizations or are from the same organization but with different management chains.

4.1.3.3 A membership roster shall be maintained.

4.1.4 Chairperson

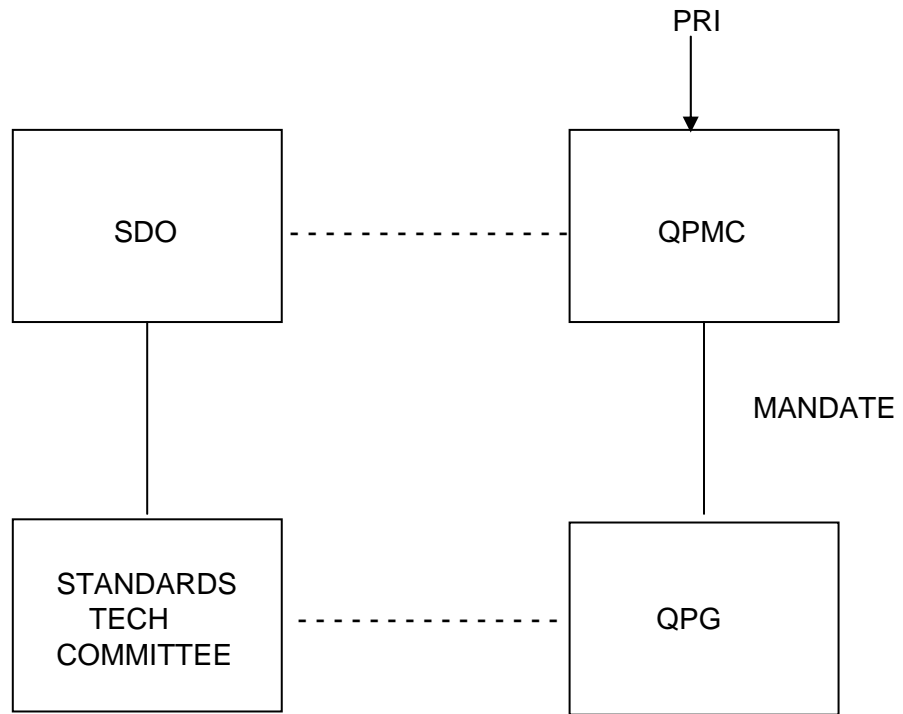
4.1.4.1 The Chairperson of the QPMC shall be nominated by the QPMC and confirmed by the PRI Board of Directors each year.

4.1.5 Oversight

4.1.5.1 Oversight of the QPGs by the QPMC shall serve to: Review and approve operating procedures of QPGs (PD2001 as a minimum)

- Assure consistency, fairness, and equity of the process

FIGURE 1 – QPMC/QPG Relationship to the Participants



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4.1.6 Meetings

4.1.6.1 Time: Meetings shall be called by the Chairperson and shall be held no less than twice a year.

4.1.6.2 Agenda: The Chairperson shall issue a detailed agenda at least two weeks prior to the meeting.

4.1.6.3 Minutes: The Secretariat shall prepare and distribute minutes for each meeting. These minutes shall be subject to confirmation at the following meeting.

4.1.6.4 Quorum: Quorum for meetings shall be 50% of the members.

4.1.7 Voting:

- One vote per member
- All decisions by simple majority

5. QPL Approval

5.1 Issuance of Approval

Following successful completion of the PRI-QPL process, PRI shall send an approval letter to the manufacturer. PRI shall update the QPL within five (5) working days of notification of successful qualification by the QPG.

NOTE:

PRI-QPL listing authorizes the manufacturer to mark products with the industry standard or number requiring PRI-QPL. A manufacturer suspended or not listed in the applicable QPL may not use the product numbers governed by the QPL, or imply or advertise that their products are in accordance with, or comply with the procurement specification for the QPL. Non-standard products are not QPL products. Any violations of marking, advertising, or representation may be subject to legal actions.

5.2 Retention of Qualification

Ninety (90) days prior to the time specified in the governing specification, PRI shall verify that both the product and the manufacturing process has not been modified in a way that might affect the performance of the product. Any testing shall be per the governing specification.

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5.3 In-Service Problem Reporting

Users of qualified products should report failures, discrepancies, and quality problems to PRI. PRI shall notify the QPG and the manufacturer of the problem.

The manufacturer shall be required to respond to the notification in a written reply describing the source of the problem. The QPG shall review the information and recommend a course of action to resolve the problem. In the case of repetitive complaints from the users to PRI on the performance of a qualified product, the QPG shall request corrective action from the manufacturer and proof that the corrective action resolved the quality problems. Corrective action may include a PRI audit at the place of manufacture. After consideration of the corrective action and the audit report, if required by the QPG, PRI shall notify the manufacturer of any further necessary action.

5.4 Notification of Changes to Manufacturing / Process

The manufacturer shall inform PRI in writing of any proposed changes to the following and the date to be accomplished:

- a. Manufacturing process changes.
- b. Manufacturing equipment and machinery. This does not include normal replacement of wear items or addition of new machines of brand, type, and model already in use at the approved facility.
- c. Movement of manufacturing facilities, machinery, and personnel to a new location.
- d. Business changes such as mergers, acquisitions by other companies, plant closings, and discontinuation of products.
- e. Formulation of raw materials (when applicable).
- f. Additional changes as defined by the QPG.

PRI shall consult with the QPG on the possible impact of the changes relative to any existing approvals. Where existing approvals are impacted, the manufacturer will be advised of any action required, including the submittal of updated test data, to support continued approval. As a minimum, PRI will retain the information for future audits.

6. APPEALS

- 6.1 There shall be provisions for appeal of qualification decisions. These provisions shall assure that due process is provided.
- 6.2 An ad hoc Appeals Committee shall be appointed and convened as necessary by the QPMC to consider appeals of unresolved issues following a QPG decision. All QPMC members shall be informed of this activity and be allowed to participate if desired. Every effort shall be made to resolve the issue at the QPG prior to convening an Appeals Committee. Each Appeals Committee shall include individuals with expertise in the product in question.
- 6.3 The Appeals Committee shall hear and rule on complaints involving withholding or withdrawal of qualification of product.

7. PERSONAL CODE OF ETHICS AND CONFLICT OF INTEREST

- 7.1 The requirements of this section shall apply to all participants in the Industry Managed Qualification process.
- 7.2 It is expected that all individuals shall exhibit accepted professional standards of conduct and to uphold and advance the integrity of the program.
- 7.3 Each individual has an inherent responsibility to uphold their position of trust relative to public interest. It is expected that each individual exercise impartial professional judgment to assure confidence in the integrity of the program by avoiding conflicts of interest in all related activities.
- 7.4 When a competing interest has the potential to preclude or impair exercising one's independent professional judgment or unreasonably jeopardize the integrity of the program, that individual should voluntarily disassociate themselves from that particular activity, whether it be committee discussion, deliberations, or decision-making.
- 7.5 Any person associated with the program who believes that continued participation by any other person may jeopardize the integrity of the program should bring the matter to the attention of the Chairperson of the QPMC for resolution.
- 7.6 All individuals associated with the qualification process shall maintain proprietary or confidential information with which they become familiar as a result of their exposure to the supplier and/or reports during the qualification process

appropriately. Information of this type shall not be shared with individuals or organizations having no right to this information.

- 7.7 All individuals associated with the qualification process shall not use undue influence or personal conversations to influence the results or the review process.

8. MARK OF CONFORMITY

- 8.1 The published QPL shall authorize a mark of conformity for use by the manufacturer in accordance with established policies.
- 8.2 The mark of conformity is proprietary.
- 8.3 The use of the mark of conformity is optional unless required in the Technical Specification.
- 8.4 The mark of conformity shall not be transferred from one product to another.

9. PUBLICITY BY PRODUCT MANUFACTURERS

- 9.1 A manufacturer has the right to publish that it has been authorized to use the mark of conformity for products, processes, or services for which the qualification applies.
- 9.2 In every case the manufacturer shall take sufficient care of his publications and advertising so that no confusion arises between qualified and non-qualified products.



10. MISUSE OF QUALIFICATION

As a part of the program, PRI will have surveillance to ensure proper use of the qualification mark. Improper or misleading references to the program, the qualification, or the mark that are found in advertisements, brochures, or other publications will be subject to corrective actions that could include legal action and publication of the violation via the QPL.

11. SUSPENSION OF QUALIFICATION

11.1. A manufacturer may have qualification suspended until compliance corrected under the following circumstances:

- a. Surveillance reveals a nonconformance to the qualification requirements that is judged sufficient to warrant suspension
- b. Misuse of the qualification mark that is not suitably retracted and corrected with measures instituted to prevent recurrence
- c. Product impact issue reported to the QPMC or PRI by a user/manufacturer
- d. Any other violation of the procedures of QPMC

11.2 In the event of suspension of qualification PRI shall advise the manufacturer in writing of the corrective actions necessary for the restoration of qualification.

12. WITHDRAWAL OR CANCELLATION OF QUALIFICATION

12.1 A supplier may have qualification withdrawn for the following reasons:

- a. Surveillance reveals a nonconformance to the qualification requirements judged sufficiently serious to warrant withdrawal
- b. Failure to pay the prescribed qualification and/or listing fees
- c. Corrective actions taken for restoration of suspended qualifications are insufficient
- d. Any violation of supplier's agreement with PRI
- e. Nonconformance with established QPMC Operating Procedures
- f. The manufacturer's wish to discontinue qualification
- g. The product is no longer being manufactured
- h. The manufacturer is going out of business
- i. Reporting of false information or data
- j. Supplier selling/identifying product(s) requiring PRI QPLs which are not listed on the applicable PRI QPL.

- 12.2 In the event of qualification withdrawal, PRI shall advise the manufacturer in writing of the corrective actions necessary for the restoration of qualification.

13. GRANDFATHERING OF EXISTING QPLs

When requested by a supplier, the QPG shall review available test reports from previous military or OEM approvals of recent or existing QPLs. After such review, the QPG shall decide if the product should be “grandfathered” and published in the Industry QPL. Where existing data is not current or complete, the QPG may recommend conditional transfer to an Industry QPL under conditions of data compilation, additional testing and review within the time frame (e.g., three years) established by the relevant QPG and subject to concurrence by the Secretariat of the QPMC. After this period, the QPG shall determine whether part testing or other verifications should be performed.

14. CHANGES TO QPMC OPERATING PROCEDURES

Significant technical changes to QPMC Operating Procedures may be accomplished by a majority vote of the QPMC and/or a 14-day affirmation ballot to all voting members. PRI shall then implement the changes. Changes to the process defined herein shall be as directed by the QPMC.

15. USE OF QUALIFIED PRODUCTS

Use of any qualified product is the sole responsibility of the User.

16. PRI CONFIDENTIALITY REQUIREMENT

- 16.1 All information provided to PRI shall be treated in accordance with the confidentiality requirements of PRI. Operating procedures are in place within PRI to handle and protect all proprietary and company confidential information that is furnished by all manufacturing sources, or potential sources, for a QPL. This includes all second party or other persons acting for PRI.
- 16.2 Examples of proprietary data include raw qualification data, travelers, cost and yield information, procedures, PRI audit results, design techniques and guidelines, etc. Examples of non-proprietary information include QMLs and QPLs.
- 16.3 All QPL test data shall be stamped “Proprietary” by PRI before being released to QPMC and QPG members. A record shall be kept indicating the material sent, date sent, why it was sent, and to whom it was sent.

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- 16.4 QPMC and QPG members receiving such proprietary information shall sign a non-disclosure agreement that they shall not use such proprietary information, except in connection with PRI or QPG related transactions with the party disclosing such proprietary information. QPG members shall handle this proprietary information in accordance with PRI operating procedures.

APPENDIX A

A1. THE QUALIFIED PRODUCT GROUPS (QPGs)

A1.1 Responsibilities

A1.1.1 The QPGs shall review and evaluate relevant data and determine eligibility for inclusion on QPLs.

A1.1.2 QPGs shall establish procedures for the review of manufacturers' requests for qualification (PD2001 as a minimum). These procedures shall be approved by the QPMC.

A1.1.3 Key activities of the QPGs shall include:

- Defining and approving data sources
- Preparing an evaluation matrix
- Reviewing data for conformance to requirements
- Dispositioning each qualification submittal
- Preparing and forwarding evaluation reports and supporting data to QPMC Secretariat (i.e., PRI)

A1.1.4 Recommendations for technical changes or improvements to standards arising from the review of data shall be forwarded to the SDO technical committee by the QPG.

A1.2.1 QPG shall be comprised of a minimum of three (3) users. A membership roster shall be maintained.

A1.2.2 Members shall be recommended by the SDO Committee and appointed by the QPG Chairperson. Any qualified individual should be considered for appointment. Criteria for membership are as follows:

- User as defined in paragraph 2.2
- Technical experts in the product area
- Ability to provide resources, review data packages and contribute to the qualification decision
- Knowledgeable of the QPL process
- Signing a proprietary information non-disclosure agreement

A1.3 Chairperson

A1.3.1 Chairpersons of the QPGs (recommended by the SDO Committee) shall be appointed by the QPMC.

A1.3.2 QPG Chairperson(s) may appoint a Vice-Chairperson and shall appoint a Secretary.

A1.4 Meetings

A1.4.1 Meetings (inclusive of teleconferences, etc.) shall be called by the Chairperson and shall be held no less than twice a year.

A1.4.2 The QPG Secretary shall take attendance and minutes for publication.

A1.4.3 The QPG Secretary or the Chairperson shall submit minutes and agenda to the QPMC Secretariat for distribution.

A1.5 Voting

A1.5.1 One vote per member.

A1.5.2 Product qualification decisions shall require unanimous approval. At least three (3) members must vote to approve.

A1.5.3 Other decisions shall require a simple majority of the members present (vote at meeting) or a simple majority of members responding (vote by mail).