

Certified Processor Instructions and Requirements

This document provides general information pertinent to processors and suppliers performing processing or contracting processing to specifications for which United Space Alliance requires approval.

1. **Purpose.** This document lists those processors and suppliers that have USA approval for identified processes and materials. Questions relative to specific equipment and process capabilities, etc., should be directed to the listed processor or supplier.

2. **Glossary.**

APPROVAL - Acceptance of a processor for listing in USA's Approved Critical Processor List following acceptable audit.

APPROVAL PROCESS - A procedure by which a processor submits representative specimens or data for process evaluation tests and is verified as being capable of performing to an identified set of requirements. All approvals will include an on-site audit.

APPROVED CONTROLLED PROCESSOR LIST (ACPL) - A list processors approved for use on USA hardware. The list is available on USA's supplier intranet portal

DELIVERABLE - Production Hardware that is intended for final installation on a USA product.

Nadcap - An aerospace industry managed accreditation program administered by the Performance Review Institute. [More info](#)

CONTROLLED PROCESS PROCEDURES (CPP) – Documented instructions, specific to a particular shop, with sufficient detail to implement all of the requirements of the controlling specification(s). They should include, but are not limited to:

- A list of specifications that the Process Procedure implements.
- Facility requirements (such as which furnaces or tanks to be used).
- Material requirements.
- Personnel training and certification requirements.
- A sequential process flow.
- All necessary process parameters (such as: times, temperatures, concentrations, etc.)
- All required process control tests.
- All inspection requirements including special tooling / gauges.
- References to pertinent internal and external procedures and documents.

PROCESS SPECIFICATION - A process specification is a statement of engineering requirements. Process specifications provide a process for manufacturing procedures, process materials, facility control, tool certification, processing solution make-up and control, quality assurance plans, test methods, and process of processor qualification (any or all as necessary).

PROCESSOR- The facility performing controlled processes.

WITHHELD - Status given a processor that has been removed from the ACPL due to major finding(s) or unresponsive corrective action.

3. **General Information.**

- 3.1. The listing of a source in ACPL does not guarantee satisfactory performance by the processor nor does it relieve the subcontractor using the source from its obligation to deliver satisfactory parts in accordance with the contractual requirements of United Space Alliance purchase orders. All work is subject to random and/or normal inspection by United Space Alliance.
- 3.2. General conditions for processor approval and listing in the ACPL are documented in section "Processor Requirements."
- 3.3. Approvals listed in the ACPL may be revoked at any time by United Space Alliance. Processing or supplying material in support of USA contracts cannot be conducted without reinstatement of approvals.
- 3.4. When a processor adds a new controlled process, processing may continue at affected facilities provided an audit is requested within three months of the addition of this process. A request for an audit, including justification, shall be made through USA. Refer to Contact Page. If USA decides an initial on-site audit is warranted, it shall be completed within three months of receipt of an audit request for this purpose. Processing may continue at affected facilities while the audit is pending.
- 3.5. This ACPL title, contents, and USA approval shall not be used for advertising or sales promotion purposes, nor solicitation of contracts. Use is limited to the selection of, or verification of USA approved processors required in support of USA subcontract procurement.
- 3.6. The fact that a processor's facility is not approved by United Space Alliance should in no way be considered a reflection upon the ability of the processor or supplier to provide satisfactory services or materials to non-USA contractors.
- 3.7. The Contact Page lists individuals to answer questions concerning distribution and content.

4. **Use of Document.**

- 4.1. Data compiled in the ACPL includes all reports or other information at time of release. Subsequent reports or data affecting status will appear in the next update. This information will be updated on an approximate 30-day cycle.
- 4.2. The "Approved Controlled Processor List" (ACPL) is an alphabetical listing of approved processors and the processes they are approved to perform.
- 4.3. Specification Revision: Processor must use the revision as called out in the approved CPP. For differences between the CPP and a different specification revisions called out on contracts or drawings, contact USA for resolution.

5. **REQUIREMENTS AND VERIFICATIONS.** The following are general conditions for processor approval and listing in USA's Approved Controlled Processor List. Applicability and interpretation of these conditions are at the discretion of United Space Alliance.

- 5.1. Processors or supplier facilities, processes, personnel, and process controls shall be adequate for the performance of the applicable process or specification.
- 5.2. Processors with Nadcap accreditation will be evaluated to determine process compatibility with USA process specifications.
- 5.3. Suppliers shall also:
 - 5.3.1. Ensure that quality records, that show objective evidence of compliance with specification and purchase contract requirements, are maintained and available for review by USA for a period specified in contract.

- 5.3.2. Have documented process implementing procedures, referred to as Controlled Process Procedures (CPP).
- 5.3.3. Deviations from specification requirements shall only be acceptable when written approval has been obtained from USA contract administrator. Approval must be in place for the applicable specification prior to processing parts to be supplied to USA.
- 5.4 Processor shall submit their CPP to USA for approval. See CPP template.
- 5.5. Processors and suppliers shall submit to an on-site evaluation of their facilities by a USA representative to verify process capability and capacity. Nadcap accreditation may be used in lieu of an on-site assessment.

6. REQUESTS FOR APPROVAL.

- 6.1. Processors may submit requests for audit of processor or supplier facilities to USA. See Contact Page. Procurement department for the purpose outlined below. If justified, an audit shall be conducted by representatives of United Space Alliance.
 - 6.1.1. For the purpose of employing a processor or supplier not currently approved (or not currently approved for a specific process).
 - 6.1.2. For the purpose of obtaining approval for their own in-plant facility.
- 6.2. USA approval of processor or supplier facilities is based upon the applicable specification listing in this document. If the facility is not approved, notice will be given of existing discrepancies for corrective action. Approval may still be granted upon acceptance of the corrective action.
- 6.3. If the process has Nadcap accreditation, the processor shall submit proof of Nadcap accreditation for the applicable processes.

7. PROCESSOR APPROVAL MAINTENANCE. For maintaining approval status, the processor must:

- 7.1 Continue to meet all requirements in Section 5.
- 7.2 Maintain a performance history of providing acceptable hardware or services.
- 7.3 Provide for timely review (maintenance audit) of process facilities, records, and other pertinent data by authorized United Space Alliance personnel to assure conformance to applicable process and/or material specifications.
- 7.4 If approval is based on Nadcap accreditation, then processor must maintain that Nadcap accreditation for approved processes.

8. NOTIFICATIONS AND CONTACTS.

- 8.1. Processor listed in the Approved Controlled Processor List must notify United Space Alliance in writing when a change occurs that may affect the ability to deliver or process hardware. Examples of changes that shall be reported include:
 - 8.1.1. Address / facility change or major equipment relocation.
 - 8.1.2. Equipment deleted or added to the processes.
Note: that adding or moving equipment may require qualification or re-qualification prior to production.
 - 8.1.3. Change of certified or key process personnel including NDT Level III personnel.
 - 8.1.4. Fire or other harsh environment condition.
 - 8.1.5. Name and/or ownership change of the facility.
 - 8.1.6 Changes to Process Implementing Procedures (CPP).