M&O PLAN DESCRIPTION AND GUIDANCE

During the review of a vendor's M&O Plan, corrections and updates to deficient documentation will be requested as required. Any missing documentation will also be identified and requested. The vendor is responsible for providing all requested documentation in a timely manner.

The following data comprises an M&O Plan package and must be submitted for consideration:

A. Cover Letter: A cover letter stating that you wish to have your M and O plan approved for a particular Contract Number, part number, and NSN.

1) The Part Number (and dash number, if applicable), NSN, and nomenclature

2) Your firm's name, address, CAGE Code, telephone number, and FAX number

3) A identification of your quality program (i.e., MIL-I-45208, MIL-Q-9858, ISO-9000, etc.) to include copies of the quality program certifications (if applicable)

4) Quality Manual: A current copy of the company's quality control manual must be submitted initially; subsequently, if any major changes occur, a current quality control manual should be resubmitted

5) List all applicable technical guidance utilized throughout the plan. Technical guidance includes: Depot Maintenance Work Requirement (DMWR) and Maintenance Engineering Orders (MEO) or Best Commercial Practices (BCP).

6) FAA-certification showing the specific part number or commercial equivalent, if applicable.

B. Maintenance and Overhaul Plan: The M&O plan (i.e. "work instructions", "shop traveler", "router") must describe to a level of detail necessary to demonstrate the vendor's understanding of the proper sequence of processes and the controls necessary to maintain the integrity of the part for the processes performed by both the M&O source and its process providers.

1) The following items, at a minimum, are required to be identified on the first page of the M&O plan:

a. Companies name, address, Contractor and Government Entity (CAGE) code, plan revision number, and revision date.

b. All MEOs associated with the DMWR.

c. The applicable DMWR with Changes and Date.

d. All references used in conjunction with the DMWR other than those already identified in the DMWR.

e. **Only Applicable if CSI** The front page and subsequent pages must also include this statement, "This is a **Critical Safety Item"**, and **"All CCs are 100 percent inspected, the part is repaired and overhauled in accordance with QE-STD-2."**

2) The following items, at a minimum, must be included in the body of the M&O Plan:

a) Receiving Inspection.

b) Disassembly instructions.

c) Cleaning instructions.

d) Overhaul Inspection Requirements (OIP).

e) Repair and replacement instructions.

f) Modification instructions (if applicable).

g) Reassembly instructions.

h) Testing (if applicable).

i) Final Assembly instructions.

j) Packaging instructions

3) The following additional guidance is provided for manufacturing plan(s) submitted to obtain approval:

a) When outside process providers are used (i.e. Shotpeen, Magnetic Particle Inspection, cadmium plating, etc.), the process provider's name, address, and CAGE code must be listed at each specific point in the M&O plan. The process provider's detailed plan must be provided and incorporated into the primary source's M&O plan. A receiving operation must also be incorporated to ensure the parts have been properly repaired/processed and all Certificates of Conformances (CoC) are complete. All CSI critical characteristics affecting an operation performed by an outside provider must be flowed down to the respective provider IAW AMCOM QE-STD-1/2.

b) When source controlled (includes CSIs) replacement parts are procured, those parts must be procured from sources that have been approved by the ARMY. For CSIs this ensures that AMCOM QE-STD-1 is being adhered to.

c) The M&O plan must describe the exact sequence in which the processes are performed.

d) **Only Applicable if CSI** Clear identification within the plan of all CCs so as to draw attention to them (any method is acceptable, i.e. <<C>>, **CC**, □, etc.) and a statement requiring **100% inspection of all CCs** prior to moving to subsequent operations.

C. Documents and Compliances also required for a plan:

1) Subcontractor/Vendor List: a list of approved subcontractors/vendors that will be used to perform M&O processes or parts procurement.

2) Part Sourcing: Plans to acquire replacement parts and/or obsolete parts.

3) Master Tooling Certification: A written statement certifying possession of or access to any required special tooling and inspection equipment, and/or special test equipment. If “equivalent” tooling will be utilized instead of the tooling specified in the DMWR , MEO or BCP, a complete technical description of the tooling is required, and must be sufficient to determine equivalency. Specify availability of in house test equipment, whether it has to be purchased, locally manufactured, or Government furnished.

    a. Locally manufactured tooling/test equipment will be required to have proper documentations on file, i.e. engineering drawings and assignment of part numbers.

    b. Plans to purchase special tooling/test equipment that are not currently available in-house.

    c. If no special tooling of inspection equipment is required state,”No special tooling or inspection equipment is required.”