

Manufacturing and Materials Management Guideline - 5.12.G (09/30/04)

[Last Update: \(09/30/04\) BDenman:kma - 5.12.G.0](#)

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**Last Update: (09/30/04) BDenman:kma -
5.12.G.0**

This guideline was extensively revised to address administrative changes throughout the document.

Manufacturing Requirements - 5.12.G.1

All manufacturing requirements shall be identified by the Product Realization Team (PRT) and Purchased Material Team (PMT) and shall be stated on the contract document or indicated by reference to specifications, drawings, Engineering Procedures (EPs), and/or Purchased Material Quality Plan (PMQP). The Sandia Contracting Representative (SCR) will ensure that all

documentation supports the conformance of all procured materials and components to specified requirements.

Manufacturing Scope - 5.12.G.2

This guideline addresses the policies and procedures for the manufacturing process that includes the activities listed below.

The process of procuring weapon-related and nonweapon-related materials and components used in production manufacturing activities is titled “Procurement Process.” The PRT and/or PMT are responsible for providing all documents and information relating to the specific requirements of the Purchase Requisition (PR) to the Manufacturing and Production Purchasing (MPP) Department. These include, but are not limited to, the following items:

- procured item/material drawing and issue,
- associated Sandia specifications/drawings and issue,
- complete description and quantity of item(s) being procured,
- required delivery date(s), and
- PMQP, to include but not limited to:
 - approved supplier in the database,
 - upfront technical review in the database,
 - supplier certification and data requirements,
 - supplier quality program requirements, and
 - all acceptance criteria.

Receiving and inspection activity ensures the integrity of weapon-related materials being received at Sandia. This process applies to material designated for War Reserve (WR) and development material which is issued in fabricating prototypes of weapon-related product.

Manufacturing Procurement Process -

5.12.G.3

The Manufacturing Procurement Process (MPP) for in-house production begins with the Material Value Stream (MVS) Department initiating a requisition to the SCR. In-house production procurement is derived from the Master Production Schedule (MPS). The following table details the responsibilities of the MPP for procurements to support in-house manufacturing:

The SCR performs the following functions:

Steps	Action
1	Receives a requisition which is provided by MVS. Requisition contains part number and issue, item description, quantity and required delivery date.
2	Reviews requisition. Items that are requested and included in the drawing specification and PMQP are procured directly by the SCR.
3	If Just-in-Time (JIT) item, coordinates with the JIT/SCR to place an order against the JIT Contract Purchase Agreement (CPA). If an item can be procured through JIT, the JIT Contractor is responsible for obtaining certifications from their suppliers that comply with our requirements.
4	Prepares and sends out solicitation package, including PMQP/drawing package, as required.
5	Receives quotes and coordinates with MVS.
6	Reviews quotes and negotiates order/contract.
7	Updates delivery status and expedites as necessary.

Note: Manufacturing Development Engineering (MDE) procurements are administered like any other procurement at Sandia; however, the SCR must review the applicability of incorporating SC 704-FQ – Sandia Quality Assurance Representatives into solicitations and contracts.

Applicable Clauses - 5.12.G.4

SC 704-FQ - Sandia Quality Assurance Representatives

References - 5.12.G.5

14000 Policy References MMP001 through MMP004 and RCV117, PP001

Send feedback on ideas and information on this page to the Process Expert, Bertie Denman.



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