

#### **3.10.4\_14 Assignment of a Quality Assurance Officer (QAO) (August 2002)**

The following provisions are a part of this contract.

(a) The Government's Quality Assurance Officer (QAO) assigned to this contract, and designated as such by the Government, has the authority to verify that the contractor's quality system complies with contract requirements, including the contractor's Quality Assurance Plan (if applicable), to witness tests, and to inspect and accept or reject supplies provided under this contract.

(b) Prior to shipment thereof, the Contractor shall submit to the QAO, for inspection and preliminary acceptance, all supplies which are subject to final Government inspection and acceptance at destination. Preliminary acceptance by the QAO constitutes verification by the Government that supplies comply with all contract requirements which are to be completed prior to shipment, including satisfactory completion of factory tests. Any supplies determined by the QAO to be nonconforming shall be corrected prior to shipment. All other supplies, except those specified to be accepted by the Contracting Officer, shall be submitted to the QAO for final inspection and acceptance prior to shipment. For all supplies subject to preliminary acceptance, final acceptance and passage of title to the Government shall occur at destination.

(c) Failure of the Contractor to maintain and operate a Quality System in accordance with the terms of the contract may, based upon a written determination of the QAO (and consistent with the quality system requirements of the contract), be grounds for rejection of affected supplies.

(d) The Contractor shall provide appropriate office space for the QAO and his/her staff for the performance of Government evaluations and administrative functions. The office area shall be secure to accommodate meetings of a sensitive nature. File cabinets and suitable desks, both with locking capabilities, typewriters and chairs, all in good repair, and other miscellaneous office equipment, as required, shall be supplied by the Contractor. The Contractor shall provide secretarial help, as required by the QAO, for typing documents related to the contract. A telephone shall be provided to each desk, with no less than one line per two QAO staff members. The cost of long distance calls placed by the QAO staff will be borne by the Government. The contractor shall provide parking space to the extent available. In the event a change in location of the QAO staff is required, Contractor/QAO coordination will take place in order to facilitate Government planning and implementation of a smooth transition.

(e) Notification of Readiness for Inspection. Unless otherwise specified in the contract, the contractor shall notify the designated resident QAO in writing within 2 workdays (7 workdays if there is not a resident QAO) of the time:

(1) when contractor inspection or tests will be performed in accordance with the conditions of the contract and

(2) when the supplies or services performed will be ready for government inspection.

**(End of clause)**

#### **PRESCRIPTION**

May be used in RFI/RFP's and contracts where it is contemplated that a QAO will be assigned to the contract for source inspection (to be used with either "Standard Inspection" or "Higher-Level" Quality Requirements). The specific wording in the clause may be modified to suit any unique circumstances. The Contracting Officer should insert appropriate information in the clause.