



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Safety of Flight (SOF) - QA

Quality Assurance Directorate
OPR: DCMA-QA

DCMA-INST 308
February 15, 2013

1. PURPOSE. This Instruction:

- a. Reissues and updates current DCMA Instruction, “Safety of Flight (SOF) - QA” policy (Reference (a)) for the planning, development and execution of SOF programs.
- b. Establishes policy statements and assigns responsibility for activities involved with SOF programs.
- c. Redefines what a SOF item is, removes the terms Single Point Failure (SPF) and Non-Single Point Failure (NSPF), and eliminates all requirements previously established for NSPF items, such as Alternate Strategy.
- d. Is established in compliance with DoD Directive 5105.64 (Reference (b)), and all references listed.

2. APPLICABILITY. This Instruction applies to all DCMA activities administering Aircraft Contracts.

3. MANAGERS’ INTERNAL CONTROL PROGRAM. In accordance with (IAW) the DCMA-INST 710, “Managers’ Internal Control Program” (Reference (c)), this Instruction is subject to evaluation and testing. The process flowchart is located at Appendix A.

4. RELEASABILITY – UNLIMITED. This Instruction is approved for public release and is located on DCMA’s Internet Web site.

5. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/policy/308r>. This links to references and tools, such as: Standard SOF Platform List, Local SOF List Template, sample Supplier Notification Letters, point of contact (POC).

6. PLAS CODES.

- 085A - Contract Technical Review
- 085B - Identify SOF Characteristics
- 085C - Document SOF Plan
 - Perform Surveillance
 - Accomplish Data Collection and Analysis
- 085D - Corrective Action

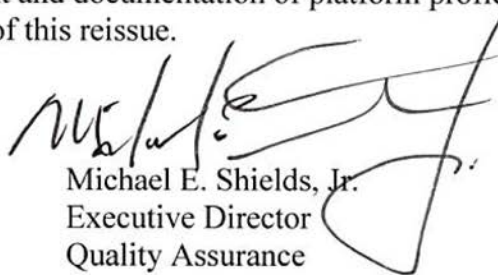
085E - Product Acceptance and Release
085F - (for) SOF Training

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective immediately, with the following exceptions:

a. SOF Program Plans must be revised to remove all references to SPF and NSPF within three months of the date of this reissue.

b. The SOF Standard Platform Lists are being reviewed/revised to remove all references to SPF and NSPF, and to only identify SOF items. Until the applicable SOF Standard Platform List is revised, the Contract Management Office (CMO) Platform POC shall document their strategy for considering NSPF items within the Government Contract Quality Assurance risk assessment and surveillance planning process.

c. Implementation of the assessment and documentation of platform proficiency must be completed within 3 months of the date of this reissue.



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REFERENCES

- (a) DCMA-INST 308, "Safety of Flight (SOF) - QA," March 2010 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 710, "Managers' Internal Control Program," September 19, 2012
- (d) Federal Acquisition Regulation (FAR) 52.246-2 through 52.246-8, Government Inspection Requirements
- (e) FAR 52.212-4, Contract Terms and Conditions -- Commercial Items
- (f) DCMA-INST 8210.1, "Contractor's Flight and Ground Operations," March 1, 2007
- (g) DCMA-INST 313, "International Agreements/International Memoranda of Understanding/Host Nation Contract Management Services," June 2010
- (h) DCMA-INST 402, "Workload Acceptance," December 4, 2012
- (i) DCMA-INST 501, "Policy Program," September 20, 2012
- (j) Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.146, Occupational Safety and Health Standards, Permit-Required Confined Spaces
- (k) DCMA-INST 1201, "Corrective Action Process," December 4, 2012
- (l) DCMA-INST 316, "Delegate Surveillance – Quality Assurance," September 2010
- (m) DCMA-INST 324, "Product Examination – QA," August 2012
- (n) DCMA-INST 311, "Process Review – QA," June 2011
- (o) DCMA-INST 323, "Data Collection and Analysis - QA," February 2012
- (p) DCMA-INST 318, "QA Development," October 2010
- (q) DCMA-INST 611, "Safety and Occupational Health Program," September 2004
- (r) OSHA 29 CFR 1910.23, Occupational Safety and Health Standards, Guarding Floor and Wall Openings and Holes
- (s) OSHA 29 CFR 1910.67, Occupational Safety and Health Standards, Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms

CHAPTER 1

SAFETY OF FLIGHT PROGRAM POLICY

1.1. POLICY.

1.1.1. An SOF Program shall be established for contracts associated with the manufacture, or overhaul, maintenance, modification or repair (OMMR) of aircraft containing contract quality clauses FAR 52.246-2 through 52.246-8 (Reference (d)).

1.1.1.1. Based on FAR 52.212-4 (Reference (e)), contracts containing contract terms and conditions for commercial items, SOF surveillance can only be accomplished when a contract addendum has been issued by the procuring contracting officer stipulating the Government's rights for SOF surveillance. SOF activities shall be limited to the tasks identified in the addenda.

1.1.1.2. A Memorandum of Agreement (MOA) between the program office and DCMA is not a valid vehicle to contractually authorize a SOF program on a FAR Part 12 commercial contract; as such, an MOA does not change the contract terms.

1.1.2. Per DCMA-INST 8210.1, "Contractor's Flight and Ground Operations" (Reference (f)), it is the contractor's responsibility to sign off airworthiness of the aircraft. DCMA personnel perform SOF inspections to ensure required contract work has been performed and does not inspect Safe for Flight nor sign off any paperwork (FAA Form 337 or 8130-31) that states "Aircraft is ready for flight, Aircraft is safe for flight, Exceptional Release, Maintenance Release or Aircraft is Airworthy." Additionally, DCMA does not downgrade a red X or any discrepancy that ensures airworthiness of the aircraft. These are the contractor's responsibility.

1.1.3. For DCMA-administered contracts performed overseas, DCMA SOF requirements shall be discussed with the Host Nation Ministry of Defense (HN MoD) personnel. This discussion shall be documented and, if acceptable, shall be delegated IAW DCMA-INST 313, "International Agreements/International Memoranda of Understanding/Host Nation Contract Management Services" (Reference (g)).

1.1.4. DCMA personnel shall refer to DCMA-INST 402, "Workload Acceptance" (Reference (h)), when customer requests are received for SOF surveillance on contracts for organizational-level maintenance on a military installation and the aircraft is maintained by the military services.

1.1.5. Any deviation/waiver requests to this Instruction shall be processed IAW DCMA-INST 501, "Policy Program" (Reference (i)).

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. DIRECTOR, QUALITY ASSURANCE DIVISION, OPERATIONS DIRECTORATE (DCMAO-QA). The Director, DCMAO-QA shall:

2.1.1. Assign a Platform Team Manager.

2.1.2. Coordinate with the prime CMO to identify a SOF Standard Platform List POC.

2.2. PLATFORM TEAM MANAGER (PTM). The PTM shall:

2.2.1. Manage the SOF Standard Platform List process.

2.2.1.1. Manage configuration control of SOF Standard Platform Lists.

2.2.1.2. Coordinate with the SOF Standard Platform List POC when establishing or revising platform lists.

2.2.1.3. Establish SOF Standard Platform Teams.

2.2.1.4. Coordinate the final approval of SOF Standard Platform Lists.

2.2.1.5. Coordinate with the DCMA Webmaster to post approved SOF Standard Platform Lists.

2.2.2. Notify the field via Tasking Memorandum:

2.2.2.1. When a new or revised SOF Standard Platform List is posted to the Web page.

2.2.2.2. Of the timeframe to implement changes to SOF Standard Platform Lists. Minor changes to the SOF Standard Platform List should be implemented within 30 days; however, more in-depth changes may take longer to implement, but should never exceed 90 days.

2.3. SOF STANDARD PLATFORM LIST POC. The SOF Standard Platform List POC shall:

2.3.1. Control, maintain, and coordinate requests to modify/revise the Standard Platform List for which they are assigned.

2.3.2. Coordinate with the customer prior to modifying or revising any SOF Standard Platform List characteristic(s).

2.3.3. Coordinate with the PTM when aircraft design changes occur that could affect SOF and/or when modifications or revisions to the Standard Platform List are required.

2.4. CMO COMMANDER/DIRECTOR. The CMO Commander/Director shall:

2.4.1. Appoint, in writing via a letter of appointment, an SOF coordinator when the CMOs have multiple SOF programs.

2.4.2. Appoint, in writing via a letter of appointment, a Quality Assurance (QA) specialist with the necessary SOF experience and knowledge as the Aviation Program Team (APT) QA POC.

2.4.3. Assign a CMO Platform POC for each SOF program. The assigned Platform POC shall be listed on the SOF Program Plan.

2.5. FIRST-LEVEL SUPERVISOR (FLS). The FLS shall:

2.5.1. Ensure QA personnel possess the necessary competency to perform the tasks defined in this Instruction related to the assigned facility, contract, and/or platform.

2.5.2. Ensure proficiencies are assessed and documented for newly-assigned QA personnel, utilizing the applicable on-the-job training (OJT) checklist for each platform assigned.

2.5.3. Review changes to Standard Platform or Local List to identify gaps requiring additional training.

2.6. SOF COORDINATOR. The SOF Coordinator shall:

2.6.1. Be the central POC for SOF issues within the CMO.

2.6.2. Coordinate, communicate, and assure consistency among the CMO SOF programs. This shall include a documented review of all SOF Program Plans.

2.7. CMO PLATFORM POC. The CMO Platform POC shall:

2.7.1. Identify contracts for aircraft manufacture and OMMR.

2.7.2. Establish, control, manage, and maintain the SOF Program Plan for their assigned platform.

2.7.3. Be knowledgeable of the Government Flight Representative (GFR) approved mishap procedures and contractor aircraft impoundment procedures to understand their roles and responsibilities during non-duty hours.

2.7.4. Coordinate with the Government Ground Representative (GGR) and GFR to identify trends with foreign object damage (FOD), including lost tools noted during surveillance.

2.8. AVIATION PROGRAM TEAM (APT) QA POC. The APT QA POC shall:

2.8.1. Participate on the GFR annual survey assuring supplier compliance to the established supplier notification process described in paragraph 3.3. and any additional support requested by the GFR.

2.8.2. Annually accomplish an Aircraft Operations Inspection (AOI) self-assessment using the Aircraft Operations Guide to Quality checklist. This may be accomplished in conjunction with the GFR annual survey. (Link to the checklist is located on the Resource Web Page).

2.9. CMO QA PERSONNEL.

2.9.1. QA personnel shall perform scheduled SOF activities IAW the established SOF Program Plan and as further defined in Chapter 3.

2.9.2. Be knowledgeable of the GFR approved mishap procedures and contractor aircraft impoundment procedures to understand their roles and responsibilities during non-duty hours.

2.9.3. When delegating SOF surveillance to the HN MoD, DCMA International QA personnel shall:

2.9.3.1. Follow DCMA-INST 313, “International Agreements/International Memoranda of Understanding/Host Nation Contract Management Services” (Reference (g)).

2.9.3.2. Perform the following SOF activities as defined in Chapter 3:

- Determine SOF Surveillance Plan
- Determine Government Hold Points
- Supplier Notification
- Document SOF Program Plan
- Corrective Action
- Support at the Sub-Tier Level
- Data Analysis

CHAPTER 3

PROCEDURES

3.1. DETERMINE SOF SURVEILLANCE PLAN. Identify the appropriate SOF List to be used in developing the SOF Program Plan.

3.1.1. When available, the approved SOF Standard Platform List must be used. Changes or modifications to these approved lists at the CMO level are only permitted as defined below.

3.1.1.1. Requests to modify approved SOF Standard Platform Lists must be processed through the designated SOF Standard Platform List POC to the PTM IAW the SOF Standard Platform List Change Request process (see Resource Web page).

3.1.1.2. Configuration of columns of the SOF Standard Platform List must be maintained. Additional columns for recording surveillance results, supplier's planning document information, etc., may be added by the CMO.

3.1.1.3. Modifications of pre-populated information in the columns for Foundation List, Operation, Item/Unit, Feature, Characteristic, Technique Tool, and when applicable, Models, are not authorized.

3.1.2. When an SOF Standard Platform List is not available, CMO QA personnel shall develop a Local SOF List by using the Local SOF List Template, the Foundation List (Template and Foundation List located on the Resource Web page), all available technical information and by soliciting assistance from the GFR and GGR. A comparison of the Local SOF List with the Foundation List must be accomplished to assure all applicable items are captured on the Local SOF List. Exclusions to the Foundation Lists' requirements shall be justified (and titled as a "justified exclusion") in writing in the SOF Plan. Assistance from DCMAO-QA may be requested, as needed. The Local SOF List must include:

3.1.2.1. The Foundation List reference numbers, operation, item/unit, feature, characteristic, technique to be used (i.e., inspect, witness, test, or verify) applicable tool(s) (e.g., tensiometer, torque wrench, etc.), supplier's planning document, and planning step number.

3.1.2.2. SOF items applicable to the current work effort and the remainder of the aircraft SOF requirements in order to accommodate unplanned work.

3.1.3. All SOF items are high impact risk and shall require 100 percent product examination (PE). When an escape occurs, a complete Process Review (PR) will be accomplished in conjunction with the follow-up of the corrective action request (CAR) to validate the supplier's root cause analysis.

3.1.4. Unplanned Work. CMO QA personnel shall have a plan to address SOF requirements that occur through:

3.1.4.1. Over and above work request (OAWR).

3.1.4.2. Work to facilitate other maintenance.

3.1.4.3. Breaks of Inspection (BOI).

3.1.4.4. Grounding conditions entered in the applicable aircraft forms. CMO QA personnel must verify that the appropriate corrective action(s) are entered and appropriately signed off in the aircraft forms.

3.1.4.5. Service or safety bulletins, Time Compliance Technical Orders (TCTO), etc. The CMO Platform POC must coordinate with the supplier or the program office to establish a process for being notified of technical/service bulletins that may affect airworthiness, such as safety TCTO, aircraft discrepancy report, safety bulletin, aviation safety action message-(Army), technical directive, airframe bulletin, airframe changes-(Navy).

3.1.5. Independent inspection of SOF items is the preferred PE method. When verification of the SOF item through objective evidence is the PE method used, it must be accomplished according to the following paragraphs:

3.1.5.1. For automated equipment, CMO QA personnel must develop a plan for maintaining confidence in the automated process, equipment, documented test results, and personnel (e.g., training of operator, calibration of equipment, equipment set up procedures), and must have documented results substantiating the supplier has effective and consistent process controls.

3.1.5.2. Independent inspection of fuel cells by DCMA is required. However, if circumstances exist that prevent an independent inspection, the CMO will formally submit a deviation to request use of an alternate approach; such as unbroken line-of-sight witnessing the contractor performing the inspection. or, in some cases, through verification of x-rays. The unbroken line-of-sight approach does not apply to fighter aircraft platforms.

NOTE: Fuel cells may be classified as a Permit Required Confined Space IAW 29 CFR 1910.146 (Reference (j)). Additional training is required prior to entry (see Appendix B, paragraph B.2.1).

3.2. DETERMINE GOVERNMENT HOLD POINTS. Using the supplier's planning documents, CMO QA personnel must identify the specific work instruction(s) and operational step(s) where SOF PE occurs and document them in the appropriate columns of the SOF List. When numerous work planning documents exist for identical hold points, and when operational steps within these work planning documents are revised frequently, only identification of the specific planning document is required in the appropriate column of the SOF List. If this option

is implemented, the SOF Plan must document a clear repeatable process that ensures operational step revisions are reviewed by DCMA for adjustment of hold points.

3.2.1. QA personnel must not direct the supplier to insert Government hold points into their planning documents as this may constitute a constructive change to the contract. As required on the Supplier Notification Letter (see paragraph 3.3.), the supplier must advise DCMA of their method for identifying Government hold points to prevent the hold points from being bypassed.

3.2.2. The method the supplier establishes must be implemented in a timely manner to protect the Government's interest. If the supplier does not establish a method in a timely manner, the CMO Platform POC must establish a documented process. The SOF List (Standard Platform or Local) may be used to log each request by the supplier that a Government hold point is ready for the PE. When the supplier establishes an effective methodology, validated through PR, the CMO Platform POC should discontinue the DCMA process.

3.3. SUPPLIER NOTIFICATION. QA personnel must provide the Supplier a notification letter for all SOF programs. Sample notification letters are available on the SOF Policy Resource Web page. The letter must include the following:

- The applicable SOF List with Government hold points identified
- Requirement for supplier to notify DCMA of their method for identifying Government hold points to prevent them from being bypassed
- Requirement for supplier process to address unplanned work
- Requirement for supplier process to address BOI
- CAR requirements for SOF
- Notification that changes to supplier planning that affect established Government hold points cannot be changed without prior written DCMA approval

3.4. CORRECTIVE ACTION. At a minimum, a CAR issued for any SOF deficiency shall be a Level II. In addition to requirements identified in DCMA-INST 1201, "Corrective Action Process" (Reference (k)), the following apply:

3.4.1. A Level II CAR shall be issued when a Government hold point is bypassed.

3.4.2. CARs issued for SOF deficiencies shall be clearly identified as "SOF" on the CAR.

3.4.3. Although a Level II CAR may be appropriate in other circumstances, a Level III CAR is mandatory for SOF repeat deficiencies identified within a one-year period. Repeats are determined by SOF item with the exception of fuel cells. Repeat deficiencies in fuel cells are considered repeats, regardless of which fuel cell the original deficiency was discovered. However, the deficiency must be the same characteristic; i.e., FOD, component security.

3.5. DOCUMENT THE SOF PROGRAM PLAN. Document the SOF Program Plan in an SOF folder or an electronic control panel that contains all of the information/documents or links required by the plan. The GFR and/or GGR must review/coordinate on all applicable SOF program plans to ensure their understanding of the QA SOF program. The plan must include:

3.5.1. The applicable SOF List (Standard Platform List or Local List).

3.5.2. Strategy for addressing unplanned work.

3.5.3. A copy of the Supplier Notification Letter.

3.5.4. SOF Data Collection and Analysis plan, to include location of surveillance and data analysis records.

3.5.5. List and status of CMO QA personnel trained in SOF and location of OJT documentation (OJT checklists) that includes each specific surveillance/inspection identified on the SOF List.

3.5.6. Responsibility of the APT QA POC and CMO QA personnel, to include:

- Coordination on FOD, lost tool surveillance trends, as requested by the GFR/GGR
- Role(s) during aircraft mishap or aircraft impoundment during non-duty hours, if applicable
 - The SOF plan shall reference the location of the GFR mishap procedure
- Participation during the GFR annual survey

3.5.7. Description/procedures of any unique aspects that occur locally on the SOF program and/or facility, such as:

- Platform uniqueness
- Alternate method for documenting specific operational steps when multiple work packages are being work for the same aircraft
- Process for concurrent fuel cell inspection
- Identifying supplier administrative distribution or notification of technical/service bulletins
- HN MoD involvement with the SOF program

3.6. SUPPORT AT THE SUB-TIER LEVEL. SOF surveillance shall be conducted at the sub-tier level where the supplier encloses SOF items or systems within an aircraft section, which are then installed at another facility and are not to be reopened and inspected (i.e., fuselage containing a fuel tank).

3.6.1. When a delegation is issued, it shall be IAW the DCMA-INST 316, “Delegate Surveillance – Quality Assurance” (Reference (I)), except as noted below:

3.6.1.1. Delegations for SOF shall be issued even if the prime and sub-tier facilities are within the same CMO. A delegation is also required when a sub-tier facility is identified as a place of performance in the prime contract to assure that SOF requirements are effectively communicated to the CMO receiving the delegation.

3.6.1.2. The delegation must specify the item(s) of the appropriate SOF List that apply to the sub-tier location. The delegation must include a requirement for the sub-tier CMO QA personnel to advise the prime CMO of any additional SOF item(s) on the list that may occur at the sub-tier location. The delegation shall be updated to identify the additional SOF item(s).

3.6.1.3. Delegations for SOF Standard Platform List. The delegator will advise sub-tier CMO QA personnel to obtain the SOF Standard Platform List located on this Instruction's Policy Resource Web page.

3.6.1.4. Delegations for Local SOF Lists must include the SOF list with the delegation.

3.6.2. Where no flight operations are required as part of the work scope, a SOF program plan is not required; however, CMO QA personnel receiving the delegation shall:

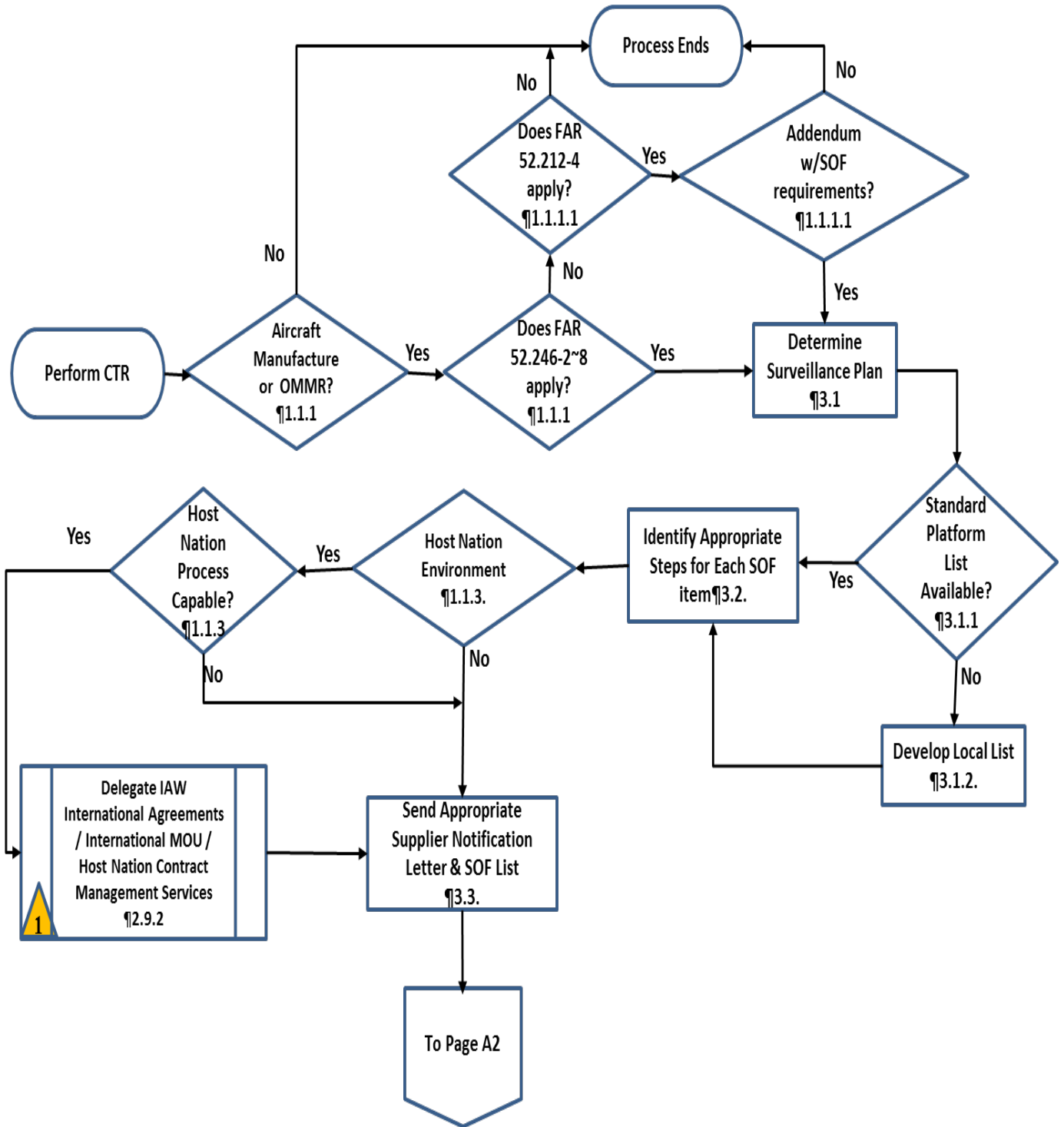
- Determine the Government Hold Points
- Notify the supplier of the SOF requirements
- Perform the surveillance identified on the delegation implementing the required technique at the required frequency/schedule
- Maintain SOF records
- Accomplish data analysis

3.7. MAINTAIN SOF RECORDS. In addition to the records required by DCMA-INST 324, "Product Examination - QA" (Reference (m)), and DCMA-INST 311, "Process Review – QA" Reference (n)), SOF records must be clearly identified to include the Aircraft Tail Number. Where a database or spreadsheet is used, specific records need to be identified as SOF and must be able to be filtered from all other recorded data to facilitate data collection and analysis. QA records must indicate that all required SOF inspections were presented and completed for each aircraft.

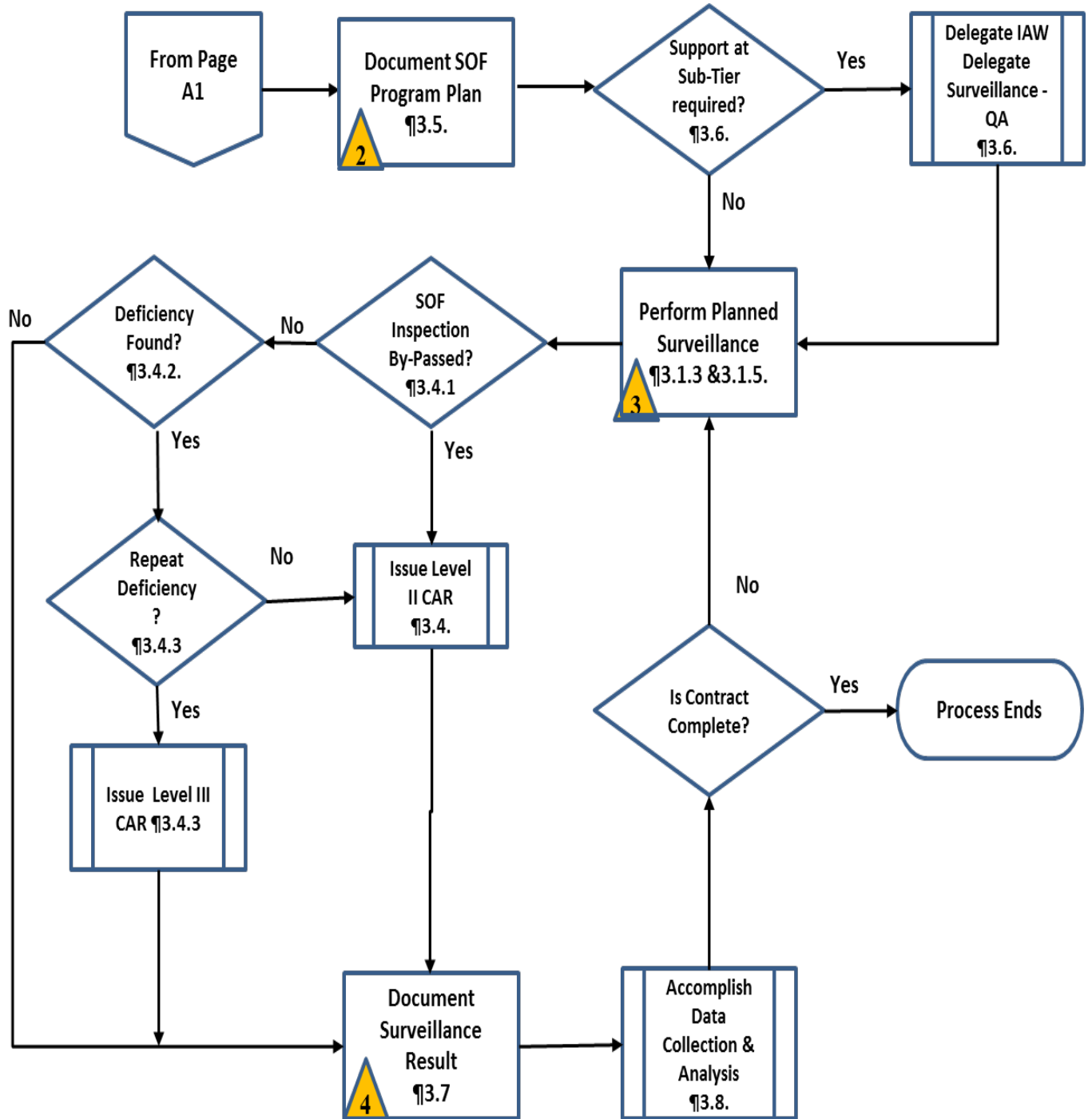
3.8. DATA ANALYSIS. Perform data analysis IAW DCMA-INST 323, "Data Collection and Analysis" (Reference (o)).

APPENDIX A

SOF PROCESS FLOWCHART
(A1)



SOF PROCESS FLOWCHART (A2)



**Manager's Internal Control Program Key Controls
(A3)**

Key Control (KC)	Area	Risk	Possible Controls
1	Delegation to HN MoD for SOF surveillance	<ul style="list-style-type: none"> • Delegation to HN MoD not well documented • SOF items not accurately identified as risks on the delegation potentially causing SOF PEs to be missed 	<ul style="list-style-type: none"> • Clearly documented policies and procedures • Clearly defined Aircraft Operations Guide to Quality checklists used for annual self-assessment
2	SOF Program Plan	<ul style="list-style-type: none"> • Plan not well defined • Missed SOF PEs 	<ul style="list-style-type: none"> • Clearly documented policy and procedure • Clearly defined roles and responsibilities • Clearly defined Aircraft Operations Guide to Quality checklists used for annual self-assessment
3	Perform Surveillance	<ul style="list-style-type: none"> • Not following documented plan • Missed SOF PEs 	<ul style="list-style-type: none"> • Complete/documented SOF training of all personnel involved with the SOF Program • Clearly defined Aircraft Operations Guide to Quality checklist used for annual self-assessment
4	Document Surveillance	<ul style="list-style-type: none"> • Not identifying surveillance records as SOF • Not properly documenting CAR • Not validating supplier's root cause analysis • Missed SOF PEs 	<ul style="list-style-type: none"> • Clearly defined SOF Program Plan • Completing root cause analysis training • Clearly defined Aircraft Operations Guide to Quality checklist used for annual self-assessment

APPENDIX B

SAFETY OF FLIGHT COMPETENCIES AND CERTIFICATIONS

B.1. QA DEVELOPMENT. SOF surveillance shall be performed by QA personnel with the appropriate experience and training to meet the Competency and Certification requirements.

B.1.1. Current DCMA QA certification requirements are addressed in DCMA-INST 318, “QA Development” (Reference (p)). QA personnel may perform tasks for which they have successfully completed OJT, evidenced by the FLS’ signature on each specific OJT checklist item, prior to the individual meeting certification requirements. The specific SOF List (Standard Platform or Local) shall be used as the OJT checklist and the FLS may physically sign a hard copy, or may sign it electronically if the document is maintained in an electronic file.

B.1.2. All QA personnel assigned to DCMA aircraft contracts and performing SOF surveillance shall have their proficiency assessed and documented utilizing the specific Standard Platform or Local List for each platform assigned. OJT shall be conducted and documented for any identified gaps resulting from changes to the applicable list. These checklists must be readily accessible, either linked or the location of the record identified on the SOF Program Plan.

B.2. ADDITIONAL TRAINING REQUIREMENTS. The following training should be coordinated with the FLS and/or CMO Training Coordinator.

B.2.1. Confined space training is required IAW DCMA-INST 611, “Safety and Occupational Health Program” (Reference (q)), to enter fuel cells. DCMA provides awareness level training through Skillsoft GoTrain Safety Academy computer-based training. Suppliers will provide confined space entry (CSE) training on those aspects specific to their location to ensure DCMA entrants have an adequate understanding of the supplier’s CSE program and the applicable elements of the supplier’s CSE program which affects them during entries; e.g., specific elements of the supplier’s written permits, parts per million (PPM) of any airborne chemicals in the space, exit procedures, etc. (when applicable).

B.2.2. 29 CFR 1910.23, Occupational Safety and Health Standards, Guarding Floor and Wall Openings and Holes (Reference (r)), establishes protection requirements for walkways/platforms/ runways/working surfaces. 29 CFR 1910.67, Occupational Safety and Health Standards, Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms (Reference (s)), establishes protection requirements for vehicle-mounted elevating and rotating work platforms. Fall protection training is required IAW DCMA-INST 611, “Safety and Occupational Health Program” (Reference (q)) for each employee who might be exposed to fall hazards at 4 feet and greater. In addition, the supplier shall provide ‘site-specific’ training to DCMA employees, who are required to wear supplier-provided fall protection personal protective equipment; e.g., body harness, life line, fall arrest system, per FAR 52.246-2, 3, 4, and 6 (Reference (d)), “If the Government performs inspection or test on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.”

GLOSSARY

DEFINITIONS

Aircraft Operations Inspection (AOI). AOIs are structured, risk-based evaluations of DCMA managed facilities with aircraft operations using highly experienced aviation professionals. The goal of an AOI is to look at both Government and contractor operations to determine where the Government's risk lies and how well that risk is mitigated in order to prevent mishaps. AOIs focus on the observations made during the inspection; however, the AOI team also considers past performance and documentation in their overall evaluation. DCMA Aircraft Operations regulates the frequency of an AOI visit based on factors, such as known risks and the extent of the Government's exposure.

Aviation Program Team (APT). Responsible for the Government's surveillance of supplier aircraft operations whenever DCMA-INST 8210.1 (Reference (f)) is found in a contract. The APT consists of the GFR, GGR, if applicable, contract safety specialist/contract safety manager, assigned APT QA POC and property administrator. The GFR leads the APT.

Breaks of Inspection (BOI). Where the supplier disturbs an area after DCMA has performed the required PE and accepted a SOF item, characteristics, or area, thereby nullifying the integrity of DCMA's PE. Typically BOIs occur from unplanned work such as OAWRs, unscheduled maintenance actions, flight discrepancies, etc.

Catastrophic. Loss of life or aircraft and/or serious injury or death to the occupants or ground personnel.

Deviation. A deviation is a temporary departure from the policy and is limited to a specific time period.

Escape. A deficiency/nonconformance that "escapes" detection by the supplier's inspection system/process.

Foundation List. List of aircraft systems, subsystems, and items that typically contain SOF characteristics. All SOF items noted on the SOF Standard Platform Lists and the Local SOF Lists are based on the criteria located in the Foundation List.

Local SOF List. List developed in absence of an SOF Standard Platform List. Local SOF Lists are based on the Foundation List and developed utilizing the best judgment of the assigned CMO Platform POC, available technical directives, and the assistance of the GFR and the GGR, as applicable.

Over and Above Work Request (OAWR). Typically applicable to OMMR contracts and addresses unplanned work.

Safety of Flight Item. Refers to the absence, failure , unsatisfactory/defective condition (where no backup exists) of an item, feature, or characteristic of an aircraft system installation, rigging, operation, test, or closure of any aircraft area that will cause a catastrophic result. The basic designation of SOF is primarily based on the high consequence of failure.

SOF Standard Platform List. Developed by the DCMAO-QA standard platform team that identifies all SOF characteristics for those aircraft, that have been established.

Unbroken Line-of-Sight. The ability to witness the supplier physically inspecting the fuel cell and enclosed components.

Unplanned Work. Work that is accomplished to facilitate other maintenance or is outside the scope of the planned work.

Waiver. A waiver is a permanent departure from the policy.

Work Instructions. Part of the supplier's documented procedures that defines how to perform a specific step, operation, or process. Other synonymous terms include shop travelers, process action sheets, etc.

GLOSSARY

ACRONYMS

AOI	Aircraft Operations Inspection
APT	Aviation Program Team
BOI	Break of Inspection
CAR	Corrective Action Request
CFR	Code of Federal Regulations
CMO	Contract Management Office
CSE	Confined Space Entry
DCMA-INST	DCMA Instruction
DCMAO-QA	DCMA Operations Directorate, Quality Assurance Division
FAR	Federal Acquisition Regulation
FLS	First-Level Supervisor
FOD	Foreign Object Debris/Damage
GFR	Government Flight Representative
GGR	Government Ground Representative
HN MoD	Host Nation Ministry of Defense
IAW	in accordance with
MOA	Memorandum of Agreement
NSPF	Non-Single Point Failure
OAWR	Over and Above Work Request
OJT	on-the-job training
OMMR	Overhaul, Maintenance, Modification or Repair
OSHA	Occupational Safety and Health Administration
PE	Product Examination
PLAS	Performance Labor Accounting System
POC	Point of Contact
PPM	parts per million
PR	Process Review
PTM	Platform Team Manager
QA	Quality Assurance

SOF	Safety of Flight
SPF	Single Point Failure
TCTO	Time Compliance Technical Order