
	Title: <b>Supplier Guidelines for Providing Components &amp; Services for U.S. Government Contracts</b>	Document Level: <b>3</b>	Document ID: <b>SIG 3-1299</b>
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**Note:** This document provides a brief summary of requirements and procedures for supplying components and services for U.S. Government firearms. The controlling documents for this work remains the applicable U.S. Government Contract and U.S. Army General Requirements for Quality Assurance Provisions (QAP) 12993884.

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## 1.0 PURPOSE

The purpose of this document is to describe the basic procedure(s) and required documents needed from the Supplier in order to meet the U.S. Government (USG) contracts and Defense Priority Allocation System (DPAS) rating.

## 2.0. SCOPE

This document applies to all parts pertaining to USG contracts.

## 3.0 REFERENCE DOCUMENTS

When referencing any of the below documents, ensure the revision utilized is the most current available (all current SIG documents listed below can be found on [sigsauer.com](http://sigsauer.com) under the Supplier Quality section.)

### 3.1 SIG Reference Documents

- 1) SIG4-1015: SIG Certificate of Conformance (C of C) document
- 2) SIG4-1016: SIG Certified Test Report (CTR) document
- 3) SIG4-458: SIG First Article (FA) and Standard Receipt Form
- 4) SIG4-1005: SIG Sampling Table (MIL-STD-1916)
- 5) SIG2-8-4-3: SIG Supplier Quality Manual


### 3.2 Standards / Other Documents (Military / Industry)

- 1) USG Specification MIL-STD-1916
- 2) QAP Drawing Number 12993884 (Public document can be found via online search or by contacting Sig Sauer Supplier Quality Engineer or Sig Sauer Buyer).

## 4.0 PROCESS / EXPLANATION

### 4.1 Record Retention


4.1.1 All First Article (FA), C of C, CTR data and results along with supporting documentation shall be fully recorded and the following documents shall be kept on file at the supplier for a minimum of 6 years past longevity of the contract, per Government regulation.

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- For First Article (FA):
  - FA Inspection Report/s
  - Material certifications
  - All OSP (Outside Special Process) Documentation
- For Standard receipts (SR) or Delta FA's (DFA):
  - Inspection Report/s on QAP features
  - Material certifications
  - All OSP (Outside Special Process) Documentation

## 4.2 General Information Required on All Parts

- 4.2.1 Order of precedence, unless otherwise instructed by SIG: P.O., SIG engineering drawing, SIG specification requirements, non-SIG specification requirements.
- 4.2.2 SIG CTR and C of C forms, as well as the Supplier Quality Manual are available on the company website, found under the Supplier Quality section [<https://www.sigsauer.com/suppliers/>](https://www.sigsauer.com/suppliers/).
- 4.2.3. If there is a conflict between items on the SIG engineering drawing, the P.O., and/or the specification called out, notify the SIG Supplier Quality Engineer (SQE) immediately for proper procedure moving forward before quoting parts. Conflicts shall be resolved at time of quote, in order for SIG to address. If unresolved and/or quoting an exception, it shall be clearly notated on the quotation to the buyer.
- 4.2.4. All drawing specifications shall be 100% compliant unless a waiver or deviation stating otherwise has been approved and signed by SIG.
- 4.2.5. All inspection records, certifications, and supplemental documentation shall be sent to [certs@sigsauer.com](mailto:certs@sigsauer.com) before parts are received at SIG. See Section 4.6 below.
- 4.2.6. Inspection reports shall be performed and recorded using the same ident numbers that are listed on the ballooned drawing received directly from SIG. Suppliers are not to use any alternate ballooned drawing without prior written authorization from SIG. Inspection reports recorded and submitted to a drawing not approved by SIG will be dispositioned as non-compliant.

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4.2.7. All Inspection Reports, certifications, data sheets, testing results, control plans, along with any relevant and/or supporting documentation pertinent to the manufacture or compliance of said parts must be fully recorded and kept on file.

### 4.3 Purchase Order Details

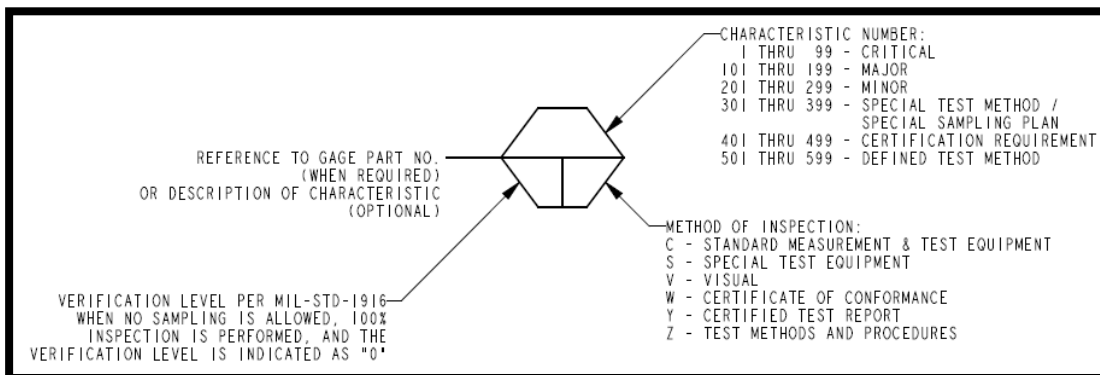
4.3.1 The supplier will receive a P.O. documenting:

- 1) Contract number
- 2) Flow down requirements
- 3) When receiving a First Article inventory PO the supplier will also receive:
  - Ballooned drawing(s)
  - Populated FA form specific to part number on PO (SIG4-458 template)
    - Reference section 4.9 for OSP requirements


### 4.4 Explanation of Requirements and the QAP Drawing Symbol

4.4.1 Figure 1 represents a QAP (Quality Assurance Provisions) reference document number 12993884. The QAP designations will be on the SIG ballooned drawing. Unless otherwise specified, the supplier is responsible for the performance of all inspection requirements specified herein and on the applicable drawing(s).

4.4.2 This document clarifies the requirements for FA, Lot Acceptance Testing (LAT), workmanship, CTR, and C of C. Special test methods, test equipment, and characteristics are explained further in the figure below and within this document.



**Figure 1. QAP DWG #12992884 Excerpt – For Reference Only**

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## 4.5 First Article (FA)

4.5.1 FA requires a 100-piece sample, 5 of which the supplier must record 100% inspection results via a SIG ballooned drawing, to be supplied along with the P.O. Inspection shall be performed using the same ident numbers that are listed on the ballooned drawing received from SIG.

4.5.1.1 FA requires an inspection report that records ident numbers per SIG provided drawing only. Must show method of inspection and results for 5 sample pieces or 5 pieces per cavity. If an alternate Unit of Measure must be used, this must be notated in the report. Any and all discrepancies or failures must be identified and addressed by Sig Sauer by written waiver or deviation that then must be notated on the report. Inspection report must show a column that marks each result as "Accept" or "Reject." Report must be signed by a qualified representative with printed name, signature, title, and date.


4.5.2 If the part is considered an assembly, a complete FA is required for each of the components (5 pieces for each sub-assembly part). Outside Processing (OSP) (i.e., coatings, finishes, heat treatment, etc.) parts follow sub-assembly requirement of 5-piece FA lot to be submitted unless coupons are being used in their place. Both OSP Coupons and Raw Material require a 2-piece minimum FA with supporting certification documents.

4.5.3 The FA parts shall be representative of the intended production process and shall be kept separate from the rest of the lot.

4.5.4 All drawing specifications shall be 100% compliant unless a waiver or deviation stating otherwise has been approved and signed by SIG. The 100-piece sample FA shall be complied with unless otherwise noted by SIG.

4.5.5 Molded and MIM parts with Multiple Cavities

4.5.5.1 Five parts from each cavity are required minimum. Parts from each cavity shall be kept separate and labelled as Part Number (P/N), Tool number, and cavity number (Ex. "P/N 2555667, Tool # 5XX4L, cavity # 4" or similar). Additional parts from each cavity will be required to meet the 100-piece minimum.

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## 4.6 Delta FA Requirements

4.6.1 Delta FAs are subject to the same requirements (Section 4.4) with the following exceptions (See SIG2-8-4-3 for more detail):

- 1) Report should be clearly labelled as a "Delta FA".
- 2) Any additional requirements will be listed on the P.O.

## 4.7 Certification Packages

4.7.1 Complete certification packages must be sent to [certs@sigsauer.com](mailto:certs@sigsauer.com) before the shipment date. A non-conformance will result if the certification package is incomplete or not available when the parts are received (refer to the latest revision of QAP drawing 12993884 if there are further questions on what is required).

4.7.2 The labelling convention for the electronic submittal of this certification package per the SIG Supplier Quality Manual SIG2-8-4-3 is to submit a .pdf file, single scan, with P/N, P.O., and quantity in the subject line.

4.7.3 SIG's CTR document SIG4-1016 is available for the supplier's use. An alternate form may be used if it complies with the latest revision of the QAP Drawing 12993884 requirements.

4.7.4 SIG's C of C document SIG4-1015 is available for supplier's use. An alternate form may be used if it complies with the latest revision of the QAP Drawing 12993884.


4.7.5 Signature, date of signature, and type/printed name and title of certifying official should be present on Supplier documents when not utilizing Sig Sauer CoC or CTR formats.

## 4.8 Verification Level / Final Inspection Sampling

4.8.1 Final inspection sampling for production quantities is based on the verification level specified in the QAP and MIL-STD-1916. When no sampling is allowed, a 100% inspection shall be performed as indicated by a "0" verification level. These results shall be recorded, and all documents are to be kept on file.

## 4.9 OSP Requirements



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4.9.1 All previously stated requirements apply to OSP P.O.s other than the below, as applicable:

- Full dimensional FA is not required if only providing outside process to previously completed parts. Only items listed on engineering drawing as applying after coating or treatment are to be recorded. If providing a complete part manufactured and finished/coated, please follow OSP instructions as well as FA instructions above for uncoated parts.
- A minimum of 2 coupon strips can be used in place of the 5-piece sample lot as long as material used is the exact same as the parts on the order – material type, thickness, specification, and treatment (coating, heat treatment, etc.) shall be representative of the lot of parts submitted. Shall be exact to print unless specification calls out conflicting test specimen requirements.
- Certain OSP processes require one or more CTR detailing specification requirements with actual numerical test data from specific FA sample lot. If no specification is stated on the SIG drawing (only description of process i.e. “Black Oxide” or “Zinc Phosphate”), the supplier is required to contact SIG in writing to clarify the requirement before P.O. acceptance.
- If there is a conflict among the items on the SIG engineering drawing, P.O., and/or specification stated, the supplier shall notify the SIG SQE immediately for the proper procedure before quoting parts or accepting a P.O. If unresolved and/or quoting an exception, it shall be clearly noted on the quote to SIG.

#### 4.10 Government Audit – Basic Guidelines

4.10.1 When a part is purchased by SIG for a Government contract, the USG can audit any and all suppliers and sub tier suppliers. An audit by the USG or SIG will be performed if there is a nonconformance. The following questions may arise during an audit:

- 1) What contract requirements has SIG flowed down to you? Where can this information, a copy of the contract, and other SIG quality documents be found?
- 2) Have all individuals performing any task on a part been properly trained? Are there records of this training on file?
- 3) Is all documentation retained and on file? How long are records for this contract kept? What documentation needs to be kept on file?
- 4) Are non-conformances and failures identified, recorded, and tracked? Explain the in-house process.
- 5) Does an inspection of the product at select steps in the process indicate adequate controls to assure a conforming product?

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- 6) Is all relevant equipment calibrated to ensure continued accuracy? Where are these records kept?
- 7) Are all manufacturing and quality control policies/procedures documented? Are they being followed? How is this verified?

## **5.0 ACRONYMS / DEFINITIONS**

### **5.1 Acronyms**

Certified Test Report (CTR)  
Certificate of Conformance (C of C)  
First Article (FA)  
Metal Injection Molding (MIM)  
Outside Special Processes (OSP)  
Purchase Order (P.O.)  
Quality Assurance Provisions (QAP)  
Supplier Quality Engineer (SQE)  
United States Government (USG)


### **5.2 Definitions**

Coupon: Almond Strip representative of the process or lot. Shall be in compliance with the specification's standards. If no standard, then material shall be exact as per the print.

## **6.0 RESPONSIBILITY**

The responsibility for compliance with this procedure resides solely with the Supplier. Responsibility for confirmation of supplier compliance with requirements resides with SIG Incoming Inspection and Supplier Quality. Ownership and responsibility for the update and maintenance of this document resides with SIG Incoming Inspection and Supplier Quality.



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## 7.0 AMENDMENT RECORD

Date	Rev	Details	Initials
12/19/2017	00	Initial Release- Original created in conjunction with D. LeBlanc & C. Mack	HDB
04/02/2018	01	Updated FA Sample Quantity and other Verbiage to align with SIG2-7-4-2	HDB
08/15/2018	02	Updated FA verbiage for consistency and further clarification on sec 4.3.1, 4.8.1, 4.9, & 5.1. Removed 4.3.2	JAS
02/06/2019	03	Changed reference to inactive supplier quality manual doc# SIG2-7-4-2 to active doc# SIG2-8-4-3	J. Coates
5/11/2022	04	Remove reference document SIG 5-1014, which is not active in Agile.	D. Lauzon
9/30/2022	05	Update to make document more generic to allow it to be applied to any DPAS rated government contract. Removed direct references to MHS program in sections 1.0, 2.0, 3.2, 4.1, 4.10, and 5.1.	D. Lauzon
10/19/2023	06	3.2 note 2 included where to find document 12993884. Clarified 4.7.3 and 4.7.4. Added 4.7.5 to better comply with Rev K of 12993884	C. Mack