

ANNEX 9.15

CRITICAL SPARES PROGRAM

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9.15.1 General Information

9.15.1.1 Annex Description

This Annex identifies critical spares, also known as standby-stock, requirements at John C. Stennis Space Center (SSC). Critical spares are replacement items determined by the Government to be essential to ensure minimal mission impact in the event of equipment failures. Critical spares will typically be expensive or long procurement lead items. Further, critical spares are normally mission impact items held for emergencies for which there is no normal recurring demand but which must be immediately available to preclude delay which might result in loss, damage, or destruction of Government property or personnel, or substantial financial loss to the Government due to an interruption of operations. All critical spares will be maintained in the NASA Supply Management System (NSMS). There are approximately 3222 items designated as critical spares in the ****Critical Spares Catalog****.

9.15.1.2 Proper Storage and Handling

The Contractor shall provide training and necessary equipment to facilitate the proper handling and storage of critical spares. Due to the nature of critical spare material, storage may be required for extended lengths of time.

9.15.1.3 Special Requirements

Requirements in Annex 1.5 for acquisition and item management apply to critical spares. Annex 5.6.2.4.2 discusses critical spare parts management as it relates to the scheduled maintenance and repair program.

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<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.15.2	Identification and Condition	Upon receipt of critical spare items, whether from new purchase or from turn-in, the Contractor shall inspect each item to validate the identity and condition to ensure there has been no damage during shipment and to determine if test and certification is required. Catalog specifications and Specification Control Drawing (SCD) requirements must match to material being received. The Contractor shall perform receiving inspection, verify proper documentation and affix a quality stamp on the Receiving Report.	650 items inspected per year.	Identification and condition should be validated within 8 workhours if item is a new receipt and within 4 workhours if item is a customer turn-in.
9.15.3	Certification and Testing of Valves and Motors	The Contractor shall be responsible for the certification of all new valves and reworked valves and motors. The Contractor shall determine and accomplish any special preservation requirements for both motors and valves. Contractor shall maintain complete records of inspected material.	100 motors and 425 valves annually.	Test and certification process must begin within 8 workhours after receipt of item, and must be completed within 5 workdays.
		The Contractor shall verify proper certification prior to the receipt being processed into NSMS. Certification includes compliance with published specifications both physical and functional; rework reports, proof test reports, material composition reports, and clean level certifications.	Nothing additional.	All required "Certifications" shall be attached to the Receiving Report for processing into NSMS.
		The Contractor shall process the receipt in NSMS once the test and/or certification process is complete.	Nothing additional.	Items must be properly certified prior to receipt and delivery to stock. The receipt process shall be completed within 5 workdays after the test and certification is completed.
		Material not found to be in compliance with the requirements of the procurement document shall be reported as discrepant via a Supplier Corrective Action Report and will be forwarded to purchasing for action	100 SCAR's annually	SCAR's should be initiated within 1 day of receipt .

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9.15.4	Critical Spares Recertification	In accordance with the **NHB 4100, NASA Materials Inventory Management Manual , and the Federal Property Management Regulation, Subchapter E, Subpart 101-27.304, the Contractor shall perform a biennial review of items designated as critical spares. A listing will be furnished to the appropriate Engineering Division for review. The Contractor shall indicate on the listing which items shall be retained, any changes in levels, additions, and deletions. The Contractor shall return the annotated listing to the Supply and Equipment Management Officer (SEMO) or designee. Any item marked for retention must state for what purpose contingency items are being held.	The biennial listing will contain 12,350 *line items for review.	The annotated listing shall be returned to SEMO within 45 workdays after the Contractor received the listing. All necessary changes will be marked legibly.
9.15.5	Program Critical Stock Item Requirements	The Contractor shall identify and make available for Supply and Equipment Management Officer or designee's approval, items considered to be Program critical.	3,772 line items per year.	Program Critical list shall be available for approval within 10 days after contract start and shall be updated within 2 workdays anytime a change occurs. The Contractor shall procure all designated program critical items, taking into account considerations such as lead times, uniqueness, and availability so as to maintain a 90% stock level.