

Coded Note Number: **B2000**

Revision: **C001**

Date: **May XX, 2018**

Title: **ADMINISTRATIVE DETAILS FOR REFERENCE DOCUMENTS**

Appendix B-662D does not apply to this Purchase Order (PO) item. All requirements from Appendix B-662D applicable to this PO item are included in Coded Notes, Newport News Shipbuilding (NNS) developed specification(s), or by other means within the PO.

1. Reference documents are documents (e.g. specification, standard, or drawing) that form a part of the Purchase Order (PO); both primary and sub-tier.
2. Effective issue refers to the specific issue (date or revision) of a reference document that forms a part of the PO. Use of the effective issue is mandatory unless otherwise approved.
3. Primary reference documents are documents that are directly invoked in the PO. The effective issue of a primary reference document, unless otherwise specified by the PO, is the issue in effect on 1 January 2000.

  - 3.1. Manufacturing specification(s). When one or more manufacturing specifications are listed for a PO item number, the use of the effective issue(s) is mandatory.
  - 3.2. Starting material specifications. When one or more starting material specifications are listed as a specification for a PO item number, the use of one of the listed specifications in accordance with the effective issue is mandatory.
  - 3.3. NAVSEA or Newport News Shipbuilding (NNS) drawings. When a NAVSEA or NNS drawing is listed for a PO item number, all applicable requirements from the effective issue are mandatory, unless otherwise specified in the PO.
  - 3.4. NNS end preparation sketch. When a NNS end prep sketch (SK E-74-PN-1, SK E-74-PN-2, SK E-74-NG-2, SK E-74-PN-2SP) is listed as a specification for a PO item number, all applicable requirements from the effective issue are mandatory.
4. Sub-tier reference documents are documents that are invoked in primary reference documents, but not directly invoked in the PO. The effective issue of a sub-tier

reference document shall correspond to the effective issue of the primary reference document in which it is cited.

- 5. Vendor drawings or references. Where a vendor drawing, manufacturer's type, model, or other commercial designation is specified in the PO, but the effective issue is not specified, the effective issue shall be the issue in effect on the PO placement date.
- 6. Use of a PO reference document with a different date or revision than required by the PO.

6.1 The Supplier shall obtain approval from NNS using a Vendor Information Request (VIR) in order to use a document with a revision or date that differs from that required by the PO.

- 7. Use of a document other than that listed in the PO or in a sub-tier reference invoked in primary reference documents.

7.1 The Supplier shall obtain approval from NNS using a VIR in order to use a document other than that listed in the PO or invoked in a primary reference document.

- 8. At a minimum, VIR submittals associated with items 6 and 7 above shall provide the following:
  - a) The specific item associated with the request.
  - b) The reason for requesting the substitution.
  - c) The technical justification for the substitution.
  - d) Any exceptions between the requirements in the original referenced document specified and the proposed substitute document.

| Revision History Table |               |               |
|------------------------|---------------|---------------|
| Rev                    | Description   | Revision Date |
| C001                   | Initial Issue | MM/DD/YYYY    |

