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NATIONAL DEFENCE STANDARD

THE DESIGN CHANGE, DEVIATION AND WAIVER PROCEDURE

(ENGLISH)



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FOREWORD

1. The procedures detailed in this standard are intended for general application in respect of items which are DND design controlled and items where there is minimal interface effect and information requirements. Items of complex design with significant interface considerations shall be so stipulated by the Design Authority (DA) and further governed by the additional instructions provided in Annex A.
2. This standard incorporates the essential conditions of STANAG 4107 NATO Standardization Agreement for Mutual Acceptance of Government Quality Assurance dated 1 February 1982, as applicable.
3. Suggestions for changes shall be forwarded through normal channels to National Defence Headquarters, Attention: DEMPS 2.

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PART 1

SCOPE

PURPOSE

1. This Design Change, Deviation, and Waiver Procedure, hereinafter referred to as, this procedure, is to be used for the following purposes:

- a. To establish a uniform method of dealing with requests to depart from the technical data specified in the contract where it has become apparent that such departure may be advantageous or necessary due to various factors which include, but are not limited to, the following:
 - (1) changes to, or cessation of, specific manufacturing techniques,
 - (2) availability of,
 - (a) new or different technologies, and
 - (b) new or different materials,
 - (3) perceived errors or omissions in the supplied technical data, and
 - (4) unacceptable delays in delivery due to lack of materials or components, required for the manufacture of an item, where such materials or components can be replaced with alternatives,
- b. To provide a method of controlling the acceptance of manufactured items which contain departures from the technical data specified in the contract;
- c. To ensure that only materiel which conforms to the technical data requirements of the contract is accepted unless specifically authorized;
- d. To ensure that necessary contractual and financial authorization is received before approved departures from the technical data specified in the contract are implemented;
- e. To provide for modification of delivered equipment to ensure its configuration is the same as similar equipments still being produced against the same Contract but with authorized changes incorporated, and to establish financial authority for kits required to carry out such modifications; and

- f. To provide a means of maintaining records of materiel which incorporate approved departures from the technical data specified in the contract, including affected lot, batch or serial numbers and/or dates of manufacture.

ASSOCIATED DOCUMENT

2. DND Specification, D-01-100-215/SF-000, Specification for Preparation of Materiel Change Notices, is associated with this standard. Copies may be obtained through the Quality Assurance Representative (QAR) or the Contracting Authority (CA).

APPLICATION

3. This procedure shall apply when stipulated in the Contract. If not stipulated initially, the procedure may be introduced later by an amendment to the contract.

4. This procedure may be applied in its entirety in respect of materiel being procured for the use of the Department of National Defence (DND) where the technical data specified in the contract were originated by or are under the control of DND, or where a product baseline not controlled by DND has been established, agreed to between the Contractor and DND, and incorporated in the Contract. Items of Complex design with significant interface considerations shall be stipulated by the Design Authority and further governed by the additional instructions provided in Annex A.

5. The application of this procedure in respect of materiel being procured for the use of DND where the technical data specified in the contract is outside the control of DND with no agreed product baseline incorporated in the contract shall be restricted to requests for Design Deviations and Waivers.

6. The terms used in this standard are defined in the Glossary to provide a standard interpretation.

LIMITATIONS

7. This procedure shall not be used for:

- a. Altering the original configuration of an item to such an extent that its originally intended role or function is changed;
- b. Increasing or decreasing the quantities of items specified in a contract, (see Part 2, para 3);
- c. Transmitting additional funds to cover Design changes or Deviations; or
- d. Requesting changes in a contract which were known, but not revealed, by the contractor at the time of tendering.

PART 2
INSTRUCTIONS

GENERAL

1. Contractors shall not depart from the technical data specified in a contract unless specifically authorized in accordance with these procedures. Contractors making such departures prior to receiving authorization shall do so at their own risk.
2. The QAR shall not release items which are not in accordance with the technical data specified in the Contract unless such departures are authorized in accordance with this procedure.
3. This procedure shall not be used to change the quantities of items in the contract nor to add or delete items to or from the contract. Where changes in the requirements for spare parts or ancillary items result directly from the use of this procedure, the new requirements for spare parts or ancillary items shall be notified by a contractor originated Materiel Change Notice in accordance with D-01-100-215/SF-000 and shall be reflected in the Procurement Document and the Contract by an amendment.
4. Unless otherwise specified in the Procurement Document and stipulated in the Contract, the Contractor shall initiate and submit requests to depart from the technical data requirements of the contract, or requests for the acceptance of items which after manufacture are found to depart from the technical data requirements of the contract, in accordance with these instructions.

PROCUREMENT ACTION

5. When it is recognized that requirements to depart from the technical data may occur during the life of a Contract, the Procurement Authority on the advice of the Design Authority (DA) will ensure that the Procurement Document:
 - a. Stipulates this procedure and if the items under procurement are complex designs with significant interface considerations, the additional instructions provided in Annex A;
 - b. Includes the title and address of the DA, the QAA and the QAR;
 - c. Includes a clause requiring the contractor to establish and maintain a quality control or inspection system;
 - d. Includes a clause specifying DND quality assurance at source;
 - e. Details the required distribution and number of copies of various forms if this should differ from that stated herein; and

- f. Includes a statement withholding authority for the QAR to grant minor departures when retention of this authority is deemed necessary by the DA (see Part 3).

CONTRACT AMENDMENT ACTION

6. Contractual adjustments concerning increase or decrease of costs or change of delivery date, resulting from the application of this procedure shall be processed by an amendment to the Contract originating from an amendment to the Procurement Document. Form DND 672 or 675 shall not be used for this purpose.

REQUEST FOR DESIGN CHANGE/DEVIATION - FORM DND 672

7. When the Contractor wishes to depart from the requirements of the technical data specified in the Contract, the Contractor shall request, normally after discussion with the QAR, either a Design Change or a Design Deviation by preparing a Form DND 672 in accordance with Annex B, and supply the QAR with seven copies. Five copies of any supporting technical data must be submitted with the Form DND 672.

8. Form DND 672 shall be used only to request approval for departures from the technical data requirements of the contract prior to the incorporation of such departures into a manufactured item. A request for approval of a departure from the technical data specified in the contract made after the fact must be submitted as a Request for Waiver (see para 29 to 34 inclusive).

9. Where materiel affected by a request for a Design Change or Design Deviation is being procured under more than one Contract, a separate Form DND 672 must be submitted to cover each such contract, except where the use of one Form DND 672 for all contracts held by a single Contractor has been specifically authorized by the DA.

10. A sub-contractor shall submit the Form DND 672 and supporting technical data to the prime contractor in sufficient quantities so that seven copies of the Form DND 672 and five copies of any supporting technical data can be supplied to the prime contractor QAR. If DND quality assurance is a requirement of the sub-contract, the sub-contractor shall also supply two copies of the Form DND 672 and any supporting technical data to the QAR at the sub-contractor. The prime contractor shall ensure that all the information requested on the Form DND 672 is entered prior to submission to the QAR at the prime contractor.

11. Each Design Change or Design Deviation request will be authorized by both the DND DA and the Contracting Authority, except in the case of specific delegation by DSS to DND. The DA has the sole right to deny authorization of a Design Change or Design Deviation. Should this right be exercised, all parties will be advised accordingly by an appropriately annotated copy of the Form DND 672.

12. The Contractor shall include in each request for a Design Change or Design Deviation an estimate of the total cost or savings to the Crown of the Design Change or Design Deviation as it affects the Contract (inclusive of profit and sales tax).

13. Surplus materiel resulting from an authorized Design Change or Design Deviation must be accounted for and reported to the Contracting Authority. The following information shall be provided:

- a. Contract Demand Number and Contract Serial Number;
- b. Main item involved;
- c. Design change/deviation serial number and date;
- d. Complete description of each type of surplus item; and
- e. Quantity of each item with price per item and totals extended.

14. Any change in the cost of a Contract due to a Design Change or Design Deviation shall be approved by, or on behalf of, both the Procurement and Contracting Authorities before the Contractor is authorized to put the change into effect. Such change should be negotiated between the Contractor and the Contracting Authority prior to incorporation of the Design Change or Design Deviation into production (also see Part 3, para 4). The QAR shall be responsible for informing the Contracting Authority as early as possible of the details of any proposed Design Change or Design Deviation which may change the cost of the Contract in order that negotiations for any cost changes can be started. In any event, no payment can be made against the Contract for work related to a Design Change or Design Deviation until the Design Change or Design Deviation has been authorized and the appropriate amendment added to the Contract.

15. Where the Design Deviation of an item from the technical data requirements of a contract can be considered a minor departure, the QAR may sign to grant such Design Deviation unless authority is specifically withheld by the DA (see Part 3).

QAR ACTION (PRIME CONTRACT) ON RECEIPT OF FORM DND 672

16. Upon receipt of the copies of the Form DND 672 from the Contractor, the QAR shall:

- a. Ensure that the Contractor has provided all necessary information and attachments;
- b. Complete Block 9 in accordance with Annex B; and
- c. Distribute copies of Form DND 672 as follows:

(1) four copies with three copies of any attachments to the DA,

- (2) one copy with any attachments to the QAA, and
 - (3) one copy with any attachments to the Contracting Authority.
17. If the request is a Design Deviation determined to be a minor departure and the QAR's authority to grant minor departures has not been withheld by the DA (see Part 3), the QAR may action the Form DND 672 in accordance with preceding para 16.a. and b. and complete Part II in accordance with Annex B, para 7. Distribution will be as per the distribution list in block 19 of Form DND 672, ensuring copies are sent to:
- a. DA - two copies with any attachments;
 - b. QAA - one copy, with any attachments;
 - c. Contractor - one copy; and
 - d. Contracting Authority - one copy with any attachments.

NOTE: If the QAR is in doubt as to the classification of the departure or the acceptability of the minor departure, he shall refer the request for Design Deviation to the DA for decision.

QAR ACTION (SUB-CONTRACT) ON RECEIPT OF FORM DND 672

18. Where DND quality assurance is a requirement of a sub-contract, the QAR at the sub-contractor shall action Form DND 672 as follows:
- a. Ensure that the contractor has provided all necessary information and attachments;
 - b. Complete Block 9 in accordance with Annex C; and
 - c. Forward one copy of Form DND 672 with attachments to the prime contractor QAR.
19. When Part 3, para 6 applies, the sub-contractor QAR may action Form 672 in accordance with preceding para 18, ensuring a copy, with attachments, is sent to the prime contractor QAR for action in accordance with preceding para 16 or 17, as applicable.

NDHQ ACTION ON RECEIPT OF FORM DND 672

20. The copies of the Form DND 672 received by the DA will be processed by internal procedures which will ensure that:
- a. If not approved by the DA, the Form DND 672 is annotated in Block 10 and returned to the Contractor through the QAR. The Contracting Authority and the QAA (DQAI) are also forwarded a copy of the annotated Form DND 672;

b. If approved by the DA :

- (1) the DA determines whether the departure is to be temporary or permanent and completes Block 10, proposing action to be taken with respect to any change to prior manufactured items,
- (2) the DA refers two copies of the Form DND 672 with one copy of any attachments to the DND Procurement Authority in all cases where cost and/or delivery may be affected (see para 21c),
- (3) in cases where neither cost nor delivery will be affected, the DA may annotate Block 11 of the Form DND 672 as "Not Applicable" and proceed to process the remainder of the form as noted in para 21, and
- (4) in the case of a Design Change, the DA arranges for the amendment of the applicable technical data and distribution as required in accordance with C-01-000-100/AG-004, Production and Acquisition of Engineering Data.

c. If referred to the Procurement Authority:

- (1) the Procurement Authority certifies that additional funding is available and/or that revised delivery dates are acceptable and returns the Form DND 672 to the DA, and
- (2) the Procurement Authority raises a suitable amendment to the applicable Procurement Document and forwards the amendment to the Contracting Authority. This amendment will include a reference to the approved Form DND 672.

21. Upon Procurement Authority financial approval required to implement the requested Design Change or Design Deviation, the following procedures apply:

a. The DA will:

- (1) complete Blocks 12, 13, 14, 15 and 16, and
- (2) enter a distribution list in Block 19.

b. When the estimated increase in cost for the Design Change or Design Deviation is within the limits as stated in the DSS delegation of authority to DND to deal directly with the Contractor, (see Part 3) the DA will sign the Form DND 672 in Block 17 as the DA and also in Block 18 on behalf of the Contracting Authority. The DA will then reproduce the completed Form DND 672 in the required number of copies and distribute the copies in accordance with the distribution list ensuring that copies are sent to:

- (1) Contractor (through the QAR),
 - (2) QAR,
 - (3) QAA, and
 - (4) Contracting Authority.
- c. If the estimated increase in cost exceeds the limits as stated in the DSS delegation of authority to DND, the DA will sign as DA only in Block 17 and forward one copy of the Form DND 672 to the Contracting Authority;
- d. The Contracting Authority shall sign, reproduce and distribute copies of the Form DND 672, as detailed in the distribution list, and shall prepare and negotiate as necessary an amendment to the Contract in accordance with the applicable amendment to the Procurement Document prepared by the Procurement Authority. The Contracting Authority shall forward copies of the signed Form DND 672 to the contractor through the QAR; and
- e. If the Contracting Authority does not concur with some aspect of the requested Design Change or Design Deviation, the Contracting Authority shall return the Form DND 672 to the DA with reasons for non-concurrence. The DA will consider the observations and may resolve them or direct the Contracting Authority to proceed with negotiations with the Contractor on the basis of the Form DND 672 as originally approved.

REQUEST TO INCORPORATE MINOR DEPARTURES

22. Where a proposed departure from the technical data requirements specified in the Contract can be considered minor, the Contractor may request authorization to incorporate such minor departure by originating and providing the QAR with five copies of either of the following forms:

- a. The form which the Contractor uses internally to authorize departures, provided the use of this form has been agreed to by the DA or the QAR; or
- b. A form DND 672 prepared in accordance with Annex B.

23. The QAR may complete Part II of Form DND 672 in accordance with Annex B, para 7 and sign to authorize the incorporation of a minor departure unless such authority has been specifically withheld by the DA (see preceding Part 3).

24. Distribution of the above forms authorized by a QAR shall be in accordance with preceding para 17.

DESIGN AUTHORITY OR QAR ORIGINATED REQUESTS

25. If either the DA or the QAR perceive a requirement for a departure from the technical data requirements of the contract, the DA or the QAR may initiate a Form DND 672 by completing Blocks 1 to 4 inclusive, sign in Block 8 as an originator other than the prime contractor and supply the Contractor with two copies of the request and any supporting technical data. If originated by the DA, the Form DND 672 shall be submitted to the contractor through the QAR.

26. Upon receipt of a Form DND 672 initiated by either the DA or QAR, the Contractor shall complete the remainder of Part 1, include a statement of concurrence or otherwise and return one copy with any supporting technical data to the QAR for normal processing. The QAR shall ensure sufficient copies are produced for normal distribution.

IMPLEMENTATION OF DESIGN CHANGES/DEVIATIONS

27. The contractor shall implement the Design Change or Design Deviation on receipt of authorization.

28. All Design Change or Design Deviation requests must ultimately be supported by a properly completed Form DND 672 (see para 42). All Design Changes and Design Deviations which will result in an increase or decrease in cost or change in delivery date must also be reflected in an amendment to the Procurement Document and subsequent amendment to the Contract.

REQUEST FOR WAIVER - FORM DND 675

29. When a Contractor wishes to request the acceptance of items which are found during or after manufacture to depart from the technical data requirements of the contract the Contractor shall request a Waiver by preparing a Form DND 675 in accordance with Annex C, and supply the QAR with four copies of the form and any attachments.

30. Each submission of a request for a Waiver shall include a recommended commensurate reduction in cost, subject to negotiation, for the affected items.

31. Where the request for a Waiver refers to items which have previously not been accepted by the QAR as not conforming to the technical data requirements of the contract, copies of the relevant Form CF 1033s, Observed Defect/Corrective Action Record, shall be attached to the Form DND 675.

32. A sub-contractor shall submit the Form DND 675 through the prime contractor in sufficient copies so that four copies with any attachments can be supplied to the QAR at the prime contractor. If DND quality assurance is a requirement of the sub-contract, two copies of the Form DND 675 with attachments shall also be passed to the QAR at the sub-contractor.

33. Where the non-conformance of an item can be considered a minor departure from the technical data requirements of a contract, the QAR may sign to grant a Waiver unless such authority is specifically withheld by the DA (see Part 3).

34. Waivers considered minor departures may also be requested using the forms the Contractor uses internally to authorize Waivers provided the use of the form is agreed to by the DA or QAR. Such forms shall include a description of the item affected and of the non-conformity, the reason for the non-conformity and any conditions to the granting of the Waivers. Distribution shall be in accordance with para 36.

QAR ACTION (PRIME CONTRACT) ON RECEIPT OF FORM DND 675

35. Upon receipt of the copies of the Form DND 675 from the contractor, the QAR will:

- a. Inspect the item(s) to verify the contractor's description of the departure from the technical data requirements of the Contract and complete Block 9;
- b. Add comments or advice on the reverse side of the Form DND 675 and, if applicable attach copies of Form CF 1033 - Observed Defect/Corrective Action Record; and
- c. Distribute copies as follows:
 - (1) two copies to the DA,
 - (2) one copy to the QAA, and
 - (3) one copy to the Contracting Authority.

36. If applicable, the QAR may action the Form DND 675 in accordance with preceding para 33 and complete Part II in accordance with Annex C, para 7. Distribution shall be one copy to each of the following:

- a. Contractor;
- b. Design Authority;
- c. QAA;
- d. Contracting Authority; and
- e. Procurement Authority.

NOTE: If the QAR is in doubt as to the classification of the departure or as to the acceptability of the minor departure, he shall refer the request for waiver to the DA for decision.

QAR ACTION (SUB-CONTRACT) ON RECEIPT OF FORM DND 675

37. Where DND quality assurance is a requirement of a sub-contract, the QAR at the sub-contractor will:

- a. Inspect the item(s) to verify the contractor's description of the departure from the technical data requirements of the contract and complete Block 9 in accordance with Annex C,;
- b. Add comments or advice on the reverse side of the Form DND 675 and if applicable attach copies of Form CF 1033, Observed Defect/Corrective Action Record; and
- c. Forward one copy of Form DND 675 with attachments to the prime contractor QAR.

38. Where Part 3, para 6 applies, the sub-contractor QAR may action the Form DND 675 in accordance with preceding para 36 ensuring a copy is sent to the prime contractor QAR.

NDHQ ACTION ON RECEIPT OF FORM DND 675

39. The copies of the Form DND 675 received by the DA (other than those approved by the QAR) will be processed by internal procedures which will ensure that:

- a. If the waiver is granted by the DA, he will enter the date of signing, name and DA designation, sign and distribute copies as follows:
 - (1) QAR - two copies (one for Contractor),
 - (2) QAA - one copy,
 - (3) Contracting Authority - one copy, and
 - (4) Procurement Authority - one copy.
- b. If the waiver is refused by the DA, Block 10 shall be annotated and all parties advised accordingly by an appropriate copy of the Form DND 675.

PRODUCTION CHANGE POINT RECORD - FORM DND 678

40. When it has been indicated as a requirement on an approved Form DND 672, the Contractor shall record the exact change point information on a Form DND 678, Production Change Point Record, in accordance with Annex D, and supply the QAR with four copies.

41. The QAR shall ensure that the completed Form DND 678 is given a minimum distribution of one copy each to the following:

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- a. DA;
- b. QAA; and
- c. Contracting Authority.

EXPEDITIOUS PROCESSING

42. In cases where normal processing of the forms may cause delay or stoppage of production, or for other urgent reasons, requests to depart from the technical data requirements of the contract may be forwarded by the QAR using either telephone or message and authorization granted in writing by the most expeditious means such as message, etc. In all cases where such means are used, the appropriate forms as detailed in this procedure must be submitted for record and formal authorization prior to final acceptance of affected materiel.

PART 3

DELEGATION OF AUTHORITY

DSS TO DND

1. Upon request of DND, DSS may delegate to the DA the power to act on its behalf, to authorize emergency Design Changes and Design Deviations which will not, in the aggregate, change the cost of any single contract by more than an amount mutually agreed between the two departments. In such cases, DSS shall incorporate a clause in the contract defining the delegation of authority and indicating that DSS would still negotiate the effect of any Design Change or Design Deviation involving additional cost or benefit on the contract.

2. The title and address of the DA who will be delegated authority to authorize Design Changes or Design Deviations, shall be stated in the Contract.

3. DSS shall advise the DA in writing of any delegation of authority to authorize Design Changes or Design Deviations, stipulating the dollar limit. A letter in the format shown at Annex E shall be used for this purpose.

4. After the DA has authorized a Design Change or Design Deviation, the contractor's estimated cost of the Design Change or Design Deviation is subject to negotiation by DSS. If a price change cannot be negotiated before the work affected by the change has been started, a ceiling price shall be agreed.

DESIGN AUTHORITY TO QAR

5. Except where otherwise directed by the DA, the QAR shall be empowered to grant requests by the contractor for minor departures which are not design changes or design deviations. The DA shall be notified of any request granted by the QAR.

PRIME CONTRACTOR QAR TO SUB-CONTRACTOR QAR

6. Unless the DA has retained authority to approve minor departures, the prime contractor QAR may delegate authority to the sub-contractor QAR to grant requests for minor departures on sub-contracts if the prime contractor has delegated authority to the sub-contractor to incorporate minor departures.

PART 4

FORMS AND THEIR USES

FORM DND 672 - DESIGN CHANGE/DEVIATION

1. Form DND 672 (see Annex B) is used to request and obtain authorization for a permanent or temporary departure from the technical data requirements of the contract to be incorporated in any number of items being manufactured to the contract.

FORM DND 675 - REQUEST FOR WAIVER

2. Form DND 675 (see Annex C) is used to request and obtain waivers to permit the acceptance of items, which through error during manufacture, do not conform to the technical data requirements of the contract.

FORM DND 678 - PRODUCTION CHANGE POINT RECORD

3. Form DND 678 (see Annex D) is used to provide the exact record of the introduction of an approved departure from the technical data requirements of the contract into production when this information cannot be provided on a Form DND 672 prior to the implementation of an approved Design Change or Deviation.

PART 5

NOTES

ENQUIRIES

1. The Contractor shall direct all enquiries regarding this procedure to the QAR.

SUPPLY OF FORMS

2. Supplies of blank forms DND 672, DND 675 and DND 678 are available to prime contractors from the QAR or through the Contracting Authority. Sub-contractors should obtain their supplies of the forms from the prime contractor.

ANNEX A

**DESIGN CHANGES AND DEVIATIONS INSTRUCTIONS FOR ITEMS OF
COMPLEX DESIGN HAVING SIGNIFICANT INTERFACE CONSIDERATIONS**

GENERAL

1. These instructions shall be applied when stipulated in the contract to govern the preparation of additional technical financial and logistic support information necessary to define the impact of a proposed design change or deviation in items designated in a contract as complex designs having significant interface considerations. (See Part 1, para 4 and Part 2, para 5c)

COMPLETING FORM DND 672, PART 1, BLOCKS 3, 4, AND 5

2. When it has been stipulated in the contract that the items being procured consist of complex designs having significant interface considerations, the information normally provided in Form DND 672, Part 1, Blocks 3, 4, and 5 shall be expanded to provide more detailed data giving consideration to any or all of the following: (Provided they have been specified in the technical data)

- a. The product configuration baseline agreed to by DND and the prime contractor and specified in the contract;
- b. The technical requirements contained in the products configuration baseline at sub-para a. above and outlined below:
 - (1) performance outside stated tolerances,
 - (2) reliability, maintainability, or survivability outside stated tolerance,
 - (3) weight, balance, moment of inertia, and
 - (4) interface items and their characteristics.
- c. Non-technical contractual provisions
 - (1) fee,
 - (2) incentives,
 - (3) cost,
 - (4) schedules, and
 - (5) guarantees or deliveries.

d. Other Factors;

- (1) government furnished materiel (GFM),
- (2) safety,
- (3) electromagnetic characteristics,
- (4) operational, test or maintenance computer programs,
- (5) compatibility with support equipment, trainers or training devices/equipment,
- (6) retrofit action to be taken,
- (7) delivered operation and maintenance manuals for which adequate change/revision funding is not on existing contracts,
- (8) interchangeability, substitutability or replaceability, as applied to designated items, and to all assemblies and parts of separable items, and
- (9) sources of designated items or separable items at any level defined by source control drawings.

ANNEX B

INSTRUCTIONS FOR PREPARATION OF FORM DND 672

GENERAL

1. The Form DND 672 - Design Change/Deviation (Figure B-1) is divided into a heading and two parts. The heading and Part I provide for defining and describing the request. Part II provides for recommending and approving various aspects of the request and for authorizing and directing the implementation of an approved request.
2. In addition to a prepared Form DND 672, a complete request submission shall include enclosures, supplemented by exhibits, sketches and drawings, as necessary, and referenced in the appropriate blocks of the form. If there is insufficient space in any block of the form to include necessary detail, attached sheets may be used.
3. Whenever a signature is required on the form, the full name of the signer shall also be typed or printed in the signature block.

COMPLETING THE HEADING

4. The heading shall be completed by the originator as follows:
 - a. Indicate whether a Design Change or Design Deviation is being requested;
 - b. Enter a Contractor's Serial Number. These Serial Numbers shall run consecutively for each submission within a Contract; and
 - c. Enter the Contract Demand Number, the DSS Contract Serial Number, and the DSS File Number as stated on the Contract.

NOTE: The Design Authority Serial Number shall be entered when the DA completes Block 10. These Serial Numbers shall run consecutively for each submission within a contract.

COMPLETING PART I

5. Part I shall be completed by the originator as follows:
 - a. Block 1 - Enter the item description including NATO Stock Number and Part/Model Number to identify the item that will be affected by the Design Change or Design Deviation;

- b. Block 2 - If the affected item is a part of a higher assembly, enter the description including NATO Stock Number and Part/Model Number of the higher assembly;
- c. Block 3 - Enter a brief description of the particulars of the departure from the technical data requirements of the Contract, list all drawings affected and attach marked up prints for clarity;
- d. Block 4 - Enter the reason for making the request;
- e. Block 5 - Indicate the affect on interchangeability with items previously manufactured against the current contract or in-service in DND including items manufactured by other contractors, if known;

NOTE: Blocks 3, 4 and 5 shall include additional documentation as applicable, when Annex A of this standard is stipulated in the contract.

- f. Block 6 - Indicate and state the affect the Design Change or Design Deviation will have on the provisioning of spare parts;
- g. Block 7 -
 - (1) 7.1.1. Enter the estimated number of calendar days of delay for delivery and the new estimated delivery date that would result from incorporation of the Design Change or Design Deviation,
 - (2) 7.1.2. Enter the estimated cost to procure or manufacture new tools and equipment for manufacturing,
 - (3) 7.1.3. Enter the value of any materiel which will be rendered surplus by incorporation of the Design Change or Design Deviation,
 - (4) 7.1.4. Enter the total estimated change in the cost of the contract for all items affected by the incorporation of the Design Change or Design Deviation and indicate whether this cost is an increase or a decrease,
 - (5) 7.2.1. Enter the estimated earliest starting date on which incorporation of the Design Change or Design Deviation could commence and the serial number of the first item which could incorporate the Design Change or Design Deviation. If this information is not known or is not certain, Part II, Block 14 shall stipulate a requirement for a Form DND 678 to be submitted by the Contractor,

- (6) 7.2.2. If a Design Deviation is being requested, enter the total number of items, the Specified Service, or specific period of time, which would incorporate the Design Deviation. If this information is not known or is not certain, Part II, Block 14 shall stipulate a requirement for a Form DND 678 to be submitted by the Contractor,
- (7) 7.3.1. Indicate whether it is recommended that similar previously manufactured items should be modified to incorporate the Design Change or Design Deviation,
- (8) 7.3.2. If the indication in 7.3.1 is yes, enter the estimated cost to provide modification kits and/or rework for previously manufactured items, and
- (9) 7.3.3. Indicate whether it is considered that previously procured spare parts may be used "as is", or should be reworked or disposed of as scrap; and, if applicable, enter the estimated cost of reworking each spare part or the cost of replacing each spare part which may be subject to disposal action.

h. Block 8 -

- (1) If prepared by a sub-contractor, DA or QAR, enter the date of preparation, name of the signer and firm name or title of the sub-contractor, or DND designation of the DA or QAR, as applicable, and sign in the signature block labelled "if other than the Prime Contractor", and
- (2) If prepared by a prime contractor, or received from a sub-contractor, DA or QAR, enter the date of preparation or review, as applicable, the name of the signer and firm name or title of the prime contractor and sign in the signature block labelled "Prime Contractor".

NOTE: A signature by the Prime Contractor on a Form DND 672 initiated by a sub-contractor, DA or QAR shall constitute concurrence with the request unless otherwise indicated in the applicable blocks of the form as either not concurring for reasons or concurring but with reservations.

COMPLETING PART II

6. Part II shall be completed as follows:

NOTE: If the requested design deviation can be considered a minor departure, complete Part II as per para 7.

- a. Block 9. Enter QAR recommendations and comments as to suitability of the request, the date of review and designation of the QAR and sign;
- b. Block 10 - Indicate DA recommendations for approval or rejection, enter the date of signing and designation of the signer and sign. If the recommendation is for approval but with amendments to the originators proposals as outlined in Part I, state the full details of the amendments under "Remarks". Enter DA serial number in applicable heading block in accordance with the Note in para 4 of this Annex;
- c. Block 11 - Enter Procurement Authority approval for alteration of cost or delivery date, as applicable, the date of approval and designation of the signer, and sign. If the request will not result in any alteration of cost or delivery date, enter "Not Applicable" only;
- d. Block 12 - Enter any DND file references which are relevant to the processing of the request;
- e. Block 13 - Indicate whether authorization is being given for a Design Change or Design Deviation. If a Design Change is indicated also state the starting date for incorporating the Design Change and, if applicable, indicate action to be taken with items previously manufactured on this contract. If a Design Deviation is indicated also show the total number of items which are to incorporate the Design Deviation and Serial numbers if known;
- f. Block 14 - Indicate whether a Form DND 678, Production Change Point Record, will be required at the end of production which incorporates the approved Design change or Design Deviation;
- g. Block 15 - State whether the approved Design Change or Design Deviation will be incorporated in previously manufactured items in use or held in stock;
- h. Block 16 - State whether the approved Design Change or Design Deviation will be incorporated in any previously manufactured spare parts held in stock;
- j. Block 17 - Enter the date of DND authorization to implement the request, the designation of the signer and sign;
- k. Block 18 - Enter the date of DSS concurrence, the designation of the signer, and sign; and
- m. Block 19 - Enter the names and addresses, or designations of each organization or office to which the completed Form DND 672 will be forwarded.

COMPLETING PART II - MINOR DEPARTURES

7. When the Form DND 672 is used to request a Design Deviation which can be considered a minor departure, and the QAR's authority to grant minor departures has not been specifically withheld by the the DA, the QAR shall complete Part II as follows:

- a. Block 9 - Enter QAR comments as to suitability of the request, the date of review and designation of the QAR and sign;
- b. Block 10 - Enter a statement that the request is for a minor departure;
- c. Block 11 - Indicate whether the request is approved or rejected, enter the date of signing and designation of the QAR signing the form and sign. Enter "NA" in the Design Authority Serial No. block in the form heading;
- d. Blocks 12 to 18 inclusive - Annotate as "Not Applicable (NA)"; and
- e. Block 19 - Enter the names and addresses, or designations of each organization or office to which the completed Form DND 672 will be forwarded.

National
Defence

Défense
nationale

DESIGN CHANGE/DEVIATION
MODIFICATION DU MODÈLE OU ÉCART AUTORISÉ

Change ☐ Deviation ☐
Modification ☐ Écart ☐

CONTRACTOR'S SERIAL NO.
N° D'ORDRE DE L'ENTREPRENEUR

CONTRACT DEMAND NO.
N° DE LA DEMANDE DE CONTRAT

DSS CONTRACT SERIAL NO.
N° D'ORDRE DU CONTRAT DU MAS

DSS FILE NO.
N° DU DOSSIER DU MAS

DESIGN AUTHORITY SERIAL NO.
N° D'ORDRE DU BUREAU TECHNIQUE RESPONSABLE

PART - PARTIE - I

1. ITEM AFFECTED – ARTICLE TOUCHÉ

2. MAIN EQUIPMENT(S) AFFECTED – MATÉRIEL TOUCHÉ:

3. DESCRIPTION OF DEPARTURE FROM ORIGINAL TECHNICAL DATA
DESCRIPTION DES POINTS QUI DIFFÈRENT DES DONNÉES TECHNIQUES

4. REASON FOR REQUEST – NOTIF DE LA DEMANDE

5. WILL INTERCHANGEABILITY BE AFFECTED? – L'INTERCHANGEABILITÉ EST-ELLE RÉDUITE?

Component Parts: — Yes ☐ No ☐
Organes: Oui ☐ Non ☐

Assemblies: - Yes ☐ No ☐
Ensembles: - Oui ☐ Non ☐

6. WILL SPARE PARTS SCHEDULE BE AFFECTED?
LE TABLEAU EN PIÈCES DE RECHANGE EST-IL MODIFIÉ?

Yes ☐ No ☐ (If "YES" state details)
Oui ☐ Non ☐ (Le cas échéant, donner des détails)

7. PRODUCTION DATA – RENSEIGNEMENTS SUR LA PRODUCTION

7.1 COST AND DELIVERY CÔÛT ET LIVRAISON

7.1.1 Estimated Effect on Delivery

Effet prévu sur la livraison

7.1.2 Estimated Added Tooling Cost \$
Coût supplémentaire prévu de l'usinage \$ _____

7.1.3 Estimated Surplus Material Value \$
Valeur prévue des matériaux supplémentaires \$ _____

7.1.4 Estimated Change in Contract Cost Including Sales Tax and 7.1.2 and 7.1.3 above. (Indicate + or -) \$
Variation prévue du coût stipulé dans le contrat (y compris la taxe de vente et les montants prévus en 7.1.2 et 7.1.3). Indiquer + ou -) \$

7.2 PRODUCTION CHANGE POINT INTRODUCTION DE LA MODIFICATION

7.2.1 Estimated Starting Date and Serial No.
Date d'introduction et
N° de série prévue.

7.2.2 Total Number of Units Involved.
Nombre total d'unités touchées. _____

7.3 RECOMMENDATIONS FOR PRIOR BUILT UNITS IN SERVICE RECOMMANDATIONS QUANT AUX UNITÉS DÉJÀ EN SERVICE

7.3.1 Should Prior-Built Units be modified?
Les unités déjà en service devraient-elles être modifiées? Yes ☐ Oui ☐ No ☐ Non ☐

7.3.2 Estimated Cost Per Unit – Coût prévu par unité

Cost of Kit
Coût du lot \$ _____

Cost of Rework
Coût de réusinage \$ _____

7.3.3 Government held Spare Parts – Pièces de rechange appartenant à l'État

Use ☐ Rework ☐ Scrap ☐
Utilisez ☐ Réusinage ☐ Mise au rebut ☐

Estimated Cost Each to Rework or Replace \$ _____
Coût unitaire prévu du réusinage ou du remplacement \$ _____

8. ORIGINATOR – AUTEUR DE LA DEMANDE

DATE | SIGNATURE (If other than Prime Contractor
autre que l'entrepreneur principal)

DATE	SIGNATURE (Prime Contractor entrepreneur principal)
------	--

Figure B-1 (Sheet 1 of 2) Design Change/Deviation - Form DND 672

PART - PARTIE II**9. RECOMMENDATIONS OR QUALITY ASSURANCE REPRESENTATIVE - RECOMMANDATIONS DU REPRÉSENTANT DE L'ASSURANCE DE LA QUALITÉ**

DATE	DESIGNATION - DÉSIGNATION	SIGNATURE
------	---------------------------	-----------

10. RECOMMENDATIONS OF DESIGN AUTHORITY - RECOMMANDATIONS DU BUREAU TECHNIQUE RESPONSABLE

Approved: Approuvé:	Change Modification <input type="checkbox"/>	Deviation Écart <input type="checkbox"/>	Per Part I Voir partie I <input type="checkbox"/>	or ou	See remarks Voir observations <input type="checkbox"/>	Not approved Rejetée <input type="checkbox"/>
------------------------	---	---	--	----------	---	--

DATE	DESIGNATION - DÉSIGNATION	SIGNATURE
------	---------------------------	-----------

11. APPROVAL OF PROCUREMENT AUTHORITY - APPROBATION DE L'INSTANCE D'ACQUISITION

DATE	DESIGNATION - DÉSIGNATION	SIGNATURE
------	---------------------------	-----------

12. REFERENCES - DOCUMENTS DE RÉFÉRENCE (Departmental file numbers etc. - numéros de dossier ministère etc.)**13. AUTHORIZED PRODUCTION ACTION ON THIS CONTRACT - MESURE DE PRODUCTION AUTORISÉE POUR LE PRÉSENT CONTRAT**

<p>a. Change Modification <input type="checkbox"/></p> <p>When to take effect: Prise d'effet: _____</p> <p>b. Deviation Écart <input type="checkbox"/> TOTAL NUMBER OF UNITS INVOLVED NOMBRE D'UNITÉS TOUCHÉES _____</p>	<table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">Existing Stock Stock actuel</th> <th style="text-align: left;">Complete Units Unités entières</th> <th style="text-align: left;">Assemblies Ensembles</th> <th style="text-align: left;">Component Parts Organes</th> </tr> <tr> <td>Use Utilisez <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Rework Réusinage <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Scrap Mise au rebut <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <p>SERIAL NO. S N° (S) DE SÉRIE _____</p>	Existing Stock Stock actuel	Complete Units Unités entières	Assemblies Ensembles	Component Parts Organes	Use Utilisez <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rework Réusinage <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scrap Mise au rebut <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Stock Stock actuel	Complete Units Unités entières	Assemblies Ensembles	Component Parts Organes														
Use Utilisez <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Rework Réusinage <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Scrap Mise au rebut <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														

14. FORM DND 678 REQUIRED FROM MANUFACTURER DND 678 EXIGÉE DU FABRICANT MESURE À PRENDRE À L'ÉGARD DU MATÉRIEL EN STOCK ET EN SERVICE

Yes Oui <input type="checkbox"/>	No Non <input type="checkbox"/>
-------------------------------------	------------------------------------

15. ACTION ON EQUIPMENT IN STOCK AND USE - MESURE À PRENDRE À L'ÉGARD DU MATÉRIEL EN STOCK ET EN SERVICE:**16. ACTION ON SPARES IN STOCK - MESURE À PRENDRE À L'ÉGARD DES PIÈCES DE RECHARGE EN STOCK:**

17. DATE	SIGNATURE (for Department of National Defence pour le ministère de la Défense Nationale)	18. DATE	SIGNATURE (for Department of Supply and Services pour le ministère des Approvisionnements et Services)
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19. DISTRIBUTION LIST - LISTE DE DIFFUSION	Copies Exemplaires	DISTRIBUTION LIST - LISTE DE DIFFUSION	Copies Exemplaires

Figure B-1 (Sheet 2 of 2) Design Change/Deviation - Form DND 672

ANNEX C

INSTRUCTIONS FOR PREPARATION OF FORM DND 675

GENERAL

1. The Form DND 675 - Request for Waiver (Figure C-1), is divided into a heading and two parts. The heading and Part I provide for defining and describing the request. Part II provides for authorizing the waiver and defining the conditions under which it will be granted.

2. The submission of a prepared Form DND 675 shall be accompanied by enclosures, supplemented by exhibits, sketches and drawings, as necessary to clarify the request.

3. Wherever a signature is required on the form, the full name of the signer shall also be typed or printed in the signature block.

COMPLETING THE HEADING

4. The heading shall be completed by the originator as follows:

- a. Enter a Contractor's Serial Number. Serial Numbers shall run consecutively for each request for a Waiver within a Contract; and
- b. Enter the Contract Demand Number, the DSS Contract Serial Number, and the DSS File Number, as stated on the Contract.

NOTE: The Design Authority Serial Number shall be entered when the DA completes Block 10. These Serial Numbers shall run consecutively for each submission within a contract.

COMPLETING PART I

5. Part I shall be completed by the originator as follows:

- a. Block 1 - Enter the item description including NATO Stock Number, and Part/Model number, and lot/batch/serial number to identify the item for which the Waiver is being requested;
- b. Block 2 - If the affected item is a part of a higher assembly, enter the description, including NATO Stock Number and Part/Model number of the higher assembly;
- c. Block 3 - Enter a brief description of the particulars of the non-conformance of the item to the technical data requirements of the Contract, list all drawings affected, and attach marked up prints for clarity;

- d. Block 4 - Enter the reason why the non-conformity occurred;
- e. Block 5 - Enter the Serial Number(s) of any Form CF 1033, Observed Defect/Corrective Action Record, and attach copies, if applicable;
- f. Block 6 - Enter a suggested cost reduction per item being offered for acceptance; and
- g. Block 7 -
 - (1) if prepared by a sub-contractor, enter the date of preparation, name of the signer, firm name, and sign in the signature block labelled "if other than Prime Contractor", and
 - (2) if prepared by a Prime Contractor or received from a sub-contractor, enter the date of preparation or review, as applicable, the name of the signer and firm name of the Prime Contractor, and sign in the signature block labelled "Prime Contractor".

COMPLETING PART II

6. Part II shall be completed by DND as follows:

NOTE: If the requested waiver can be considered a minor departure, complete Part II as per paragraph 7 of this Annex.

- a. Block 8 - Enter any conditions to the granting of the waiver, otherwise enter, "Not Applicable";
- b. Block 9 - Enter the date of QAR verification of non-conformity, QAR designation and sign; and
- c. Block 10 - Stroke out the non-applicable statement, enter date of signing and DA designation and sign. Enter DA serial number in appropriate heading block in accordance with the Note in para 4b.

Completing Part II - Minor Departure

7. When the Form DND 675 is used to request a Waiver which can be considered a minor departure, and the QAR's authority to grant minor departures has not specifically been withheld by the DA, the QAR shall complete Part II as follows:

- a. Block 8 - Enter a statement that the request is for a minor departure. Enter any other conditions applicable to the granting of the minor departure;

- b. Block 9 - Enter the date of QAR verification of non-conformity, QAR designation and sign; and
- c. Block 10 - Stroke out the non-applicable statement, enter date of signing and QAR designations and sign. Enter "NA" in the Design Authority Serial Number block in form heading.

ANNEX D

INSTRUCTIONS FOR PREPARATION OF FORM DND 678

GENERAL

1. The Form DND 678, Production Change Point Record, (Figure D-1) is used to record specific items which incorporate an approved Design Change or Design Deviation when this information was not previously provided on an approved Form DND 672.

COMPLETING THE FORM

2. The form shall be completed as follows:
- a. Heading - Enter the Contract Demand Number, the DSS Contract Serial Number, the DSS File Number from the Contract and the DA Serial Number from the applicable request Form DND 672;
 - b. Block 1 - Indicate whether the form is being prepared as a result of an authorized Design Change or Deviation;
 - c. Block 2 - Enter NATO Stock Numbers, Part/Model Numbers and short descriptions sufficient to identify the affected item and the higher assembly to which it applies, and a short, one or two sentence statement to briefly describe the nature of the Design Change or Design Deviation that was incorporated;
 - d. Block 3 - Indicate whether the change point being recorded is in respect of a Design Change or Design Deviation and enter the applicable series of lot, batch or serial numbers of the items in which the Design Change or Design Deviation was incorporated. If the applicable lot, batch or serial numbers are not in a consecutive series or there are other lot, batch or serial numbers incorporating the Design Change or Design Deviation and which are outside the series enter these in Block 4;
 - e. Block 4 - Enter any random lot, batch or serial numbers applicable to items in which the Design Change or Design Deviation has been incorporated but which are in addition to any consecutive series of lot, batch or serial numbers entered in Block 3;
 - f. Block 5 - Enter the date of preparation of the form, the name of the signer and the firm name and sign in the signature block labelled "for the Contractor"; and
 - g. Block 6 - Enter the date of review of the form, the QAR designation and sign in the signature block labelled "Quality Assurance Representative".


 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> National Défence Défense nationale </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">CONTRACT DEMAND NO: N° DE LA DEMANDE DE CONTRAT:</td> </tr> <tr> <td style="padding: 2px;">DSS CONTRACT SERIAL NO: N° D'ORDRE DU CONTRAT DU MAS:</td> </tr> <tr> <td style="padding: 2px;">DSS FILE NO: N° DU DOSSIER DU MAS:</td> </tr> <tr> <td style="padding: 2px;">DESIGN AUTH SERIAL NO N° D'ORDRE DU BUREAU TECHNIQUE RESPONSABLE</td> </tr> </table>	CONTRACT DEMAND NO: N° DE LA DEMANDE DE CONTRAT:	DSS CONTRACT SERIAL NO: N° D'ORDRE DU CONTRAT DU MAS:	DSS FILE NO: N° DU DOSSIER DU MAS:	DESIGN AUTH SERIAL NO N° D'ORDRE DU BUREAU TECHNIQUE RESPONSABLE
CONTRACT DEMAND NO: N° DE LA DEMANDE DE CONTRAT:					
DSS CONTRACT SERIAL NO: N° D'ORDRE DU CONTRAT DU MAS:					
DSS FILE NO: N° DU DOSSIER DU MAS:					
DESIGN AUTH SERIAL NO N° D'ORDRE DU BUREAU TECHNIQUE RESPONSABLE					
PRODUCTION CHANGE POINT RECORD FICHE D'INTRODUCTION D'UNE MODIFICATION					
1. REQUESTED IN SUPPORT OF – DEMANDE CONCERNANT					
DESIGN CHANGE MODIFICATION TECHNIQUE <input style="width: 20px; height: 15px;" type="checkbox"/>	DESIGN DEVIATION ECART TECHNIQUE <input style="width: 20px; height: 15px;" type="checkbox"/>				
2. BRIEF DESCRIPTION – BRÈVE DESCRIPTION					
3. CHANGE POINT – INTRODUCTION DE LA MODIFICATION					
DESIGN CHANGE MODIFICATION TECHNIQUE <input style="width: 20px; height: 15px;" type="checkbox"/>	The following serial and all production thereafter incorporated the change. La modification a été mise en application à partir du numéro.				
	Lot/Batch/Serial No. N° de lot ou de série.				
DESIGN DEVIATION ECART TECHNIQUE <input style="width: 20px; height: 15px;" type="checkbox"/>	First serial incorporating the deviator. L'écart a été mise en application à partir du numéro. Last serial incorporating the deviation. L'écart a été autorisée pour la dernière fois au numéro.				
	Lot/Batch/Serial No. N° de lot ou de série.				
4. THE DESIGN CHANGE OR DESIGN DEVIATION WAS ALSO INCORPORATED IN ITEMS BEARING THE RANDOM LOT/BATCH/SERIAL NO. LISTED BELOW: LA MODIFICATION OU VARIATION TECHNIQUE A ÉGALEMENT ÉTÉ APPORTÉE AUX ARTICLES DONT LES NUMÉROS ALÉATOIRES DE LOT OU DE SÉRIE SUIVENT:					
5. DATE	SIGNATURE	6. DATE	SIGNATURE		
	_____ (for the Contractor) (pour l'entrepreneur)		_____ Quality Assurance Representative (Représentant de l'assurance de la qualité)		
DND 678 (8-78) 7530-21-879-7926					

Figure D-1 Production Change Point Record – Form DND 678

ANNEX E

LETTER FORMAT FOR DELEGATION OF AUTHORITY - DSS TO DND

Supply and Services Approvisionnement et Services
Canada Canada

Your file
Our file

Votre reference
Notre reference

SUBJECT: DESIGN CHANGE/DEVIATION PROCEDURE
CONTRACT NO

You are hereby delegated authority on behalf of DSS to authorize Design Changes or Deviations to the technical data specified in this contract to an aggregate value not to exceed \$_____.

All Design Changes or Deviations authorized under this delegation must be in accordance with the terms and conditions of the contract and all prices quoted by the Contractor are subject to retroactive negotiation by the DSS Contracting Officer.

Copies of all Design Changes or Deviations that are authorized by the Design Authority must be forwarded to the DSS Contracting Officer for incorporation into the contract at the same time that a copy is sent to the Contractor.

Yours truly,

GLOSSARY

CONTRACT

A contract is a deliberate engagement (i.e., an accepted offer) recognized by law between competent parties upon a legal consideration to do or abstain from doing some act.

CONTRACT AMENDMENT

An agreed addition to, deletion from, correction or modification of a contract.

CONTRACT DEMAND

The formal procurement document used within ADM(Mat) which shall be the implementation document for all major procurement.

CONTRACTING AUTHORITY

The appropriate minister as defined in the Financial Administration Act, or the corporation named in that act.

CONTRACTOR

One who contracts to perform work or furnish material in accordance with a contract.

DESIGN AUTHORITY (DA)

The office within the Department of National Defence responsible for the design or approval of the design or changes theretofore a specific item of Defence Materiel.

DESIGN CHANGE

A permanent departure from the technical data specified in the contract which is incorporated in any number of items being manufactured to that contract and results in a revision to the technical data for all future manufacture.

DEVIATION

Written authorization, granted prior to the manufacture of an item, to depart from a particular performance or design requirement of a contract, specification, or referenced document, for a specific number of items, a specified service, or a specific period of time. This departure is not recorded in the technical data for future manufacture.

D-02-006-008/SG-001

ITEM

Uniquely identified object adapted for use. An item may form part of another item.

MINOR DEPARTURE

A departure in an item from the technical data specified in the contract which does not affect safety, reliability, maintainability, interchangeability, storage life, performance or cost of the item or finished appearance where considered significant.

NON-CONFORMANCE

Any departure in an item from the requirements of drawings, specifications, or other technical data.

PRIME CONTRACTOR

One who enters into a contract with the Contracting Authority.

PROCUREMENT AUTHORITY

The Agency within the Department of National Defence responsible for the preparation of Contract Demands and other similar procurement documents.

PROCUREMENT DOCUMENT

The document prepared by the Procurement Authority and passed to the Contracting Authority for action. The most common Procurement Document is the CD.

QUALITY ASSURANCE AUTHORITY (QAA)

The office within the Department of National Defence responsible for ensuring that materiel accepted on behalf of the DND conforms to the requirements of the Contract ... Director General Quality Assurance (DGQA).

QUALITY ASSURANCE REPRESENTATIVE (QAR)

The authorized representative of the QAA designated in the contract.

REQUISITION

A formal request authorized in a Contract and issued by DND or SSC to the Contractor to obtain material or services and where authority to commit funds to cover the purchase is stated in the contract.

SUBCONTRACTOR

One who contracts with a prime contractor to perform all or any part of the prime contractor's obligations in a particular contract.

TECHNICAL DATA PACKAGE

Approved technical data which collectively provides a technical description of an item or service and which is used in procurement of that item or service. The package may comprise drawings, specifications, standards, quality assurance provisions, packaging data, various types of samples, models, patterns, and associated lists.

WAIVER

The written authorization granted after manufacture to permit the acceptance of items which during production or after having been submitted for inspection, are found to depart from the technical data requirements of the contract, but are considered suitable for use "as is" or after approved repair.

