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A		Initial Release	B. Klatt	M. Bautz	07/16/14
B		Correct clauses and add services	B. Klatt	M. Bautz	09/16/14

Massachusetts Institute of Technology
Kavli Institute for Astrophysics and Space
Research (MKI)

Procurement

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Preface

Revision A was the Initial Release of 99-02008 written by Brian Klatt 04/30/14 and issued 07/16/14.

Revision B corrects wording of some clauses, adds services, and separates mandatory clauses and discretionary clauses.

1.0 Purpose

This procedure provides specific guidance for review, imposition of required flow-down, and control of Kavli Institute for Astrophysics and Space Research (MKI) originated purchase orders.

2.0 Scope

This procedure applies to all parts, materials, subassemblies, assemblies, aservices used by MKI for flight equipment.

3.0 Applicable Documents

Massachusetts Institute of Technology “MIT” General Terms and Conditions – Products (Rev. 03/14)

4.0 General

All purchase order requests for parts, materials, subassemblies, assemblies, and services used by MKI for flight equipment, shall be reviewed by Mission Assurance. This review shall include accuracy, completeness, appropriate flow-down requirements, applicable specifications and drawings, approved manufacturer and/or distributor.

5.0 Procurement

The following are procurement clauses which must be imposed on all purchase order requests for space flight items:

- “MKI shall at all times, and upon reasonable notice to seller, be allowed access to sellers’ facility for the purpose of inspection, progress evaluation, witnessing of fabrication, tests, packaging, etc.”
- “The Government has the right to inspect any or all of the work included in this purchase order at any time or place”
- “The supplier shall furnish a certificate of compliance (C of C) with the items procured under this purchase order.”

In addition to the items listed above, the following are procurement clauses which should be considered for addition to specific purchase order requests for space flight items:

- A. “The supplier shall furnish the results of nondestructive, chemical and physical tests (Used for raw materials and fasteners).
- B. “MKI source inspection is required. Please notify MKI two (2) weeks before items are ready for inspection.” (Used for Hybrid Microcircuits and repackaged Monolithic Microcircuits).

- C. "All parts supplied for this purchase order shall have a lot date code, which is no older than five (5) years."
- D. "Each line item in this order shall be supplied from a single lot date code."
- E. "For use in space flight". Materials, manufacturing, and workmanship of the highest quality standards are essential to safety and reliability. If you are able to supply the desired item with a higher quality than requested, you are requested to bring this fact to the immediate attention of the purchaser."
- F. "Only manufacturers listed on the NASA list of approved fastener manufacturers may fabricate fasteners supplied to this purchase order."