

Rev.	ECO	Description	Author	Approved	Date
A	N/A	Initial Release	B. Klatt	M. Bautz	07/16/14
B	N/A	Correct clauses and add services	B. Klatt	M. Bautz	09/16/14
C	N/A	Correct and Add Clause G	B. Klatt	M. Bautz	10/09/14
D	37-414	Insert GSE clarification	J. Montigny	RFGoeke	05/20/16

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

**Procurement**

Dwg. No. 99-02010

Revision D

May 16, 2016

## Table of Contents

<b>PREFACE</b>	<b>3</b>
<b>1.0 PURPOSE</b>	<b>4</b>
<b>2.0 SCOPE</b>	<b>4</b>
<b>3.0 GENERAL</b>	<b>4</b>
<b>4.0 PROCUREMENT QUALITY CLAUSES</b>	<b>4</b>

## **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. It was released on 9/16/14.

Revision C adds Clause G and specifies the age for PEMs. It was released on 10/9/14.

Revision D inserts clarification to the requirements of ground support equipment in paragraph 2.0.

## **1.0 Purpose**

This procedure documents the implementation of flow-down requirements in Kavli Institute for Astrophysics and Space Research (MKI) purchase orders for flight programs.

## **2.0 Scope**

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

This procedure does not apply to flight ground support equipment which often must contain flight-like components or materials.

The Mission Assurance Manager may invoke this procedure for any product as needed.

## **3.0 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, and selection of approved supplier/vendor.

## **4.0 Procurement Quality Clauses**

The following procurement clauses 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 may be selected by Mission Assurance Engineers 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.” (PEMs may not exceed 3 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.”
- G. “Resistor value must be marked on the top of chip resistors.”