



Federal

Standardization

Manual

Office of  
Acquisition

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General  
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Federal Supply Service

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## Chapter 1. General Policies

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### Part 1. Introduction

#### 1. Scope.

This Manual provides guidance to executive agencies for the development of federal product descriptions (FPDs), consisting of federal specifications and related federal qualified products lists, federal standards, and commercial item descriptions (CIDs). It also provides information on the use and adoption of voluntary standards. It does not cover Federal Information Processing Standards (FIPS), developed by the National Institute of Standards and Technology, nor does it cover DoD or military specifications, guide specifications, standards or handbooks.

#### 2. Applicability.

All executive agencies must use this Manual to prepare and coordinate FPDs. The Manual complements the Defense Standardization Manual DoD 4120.3-M. All FPDs should be tailored to the product or process they describe, and nothing in this Manual should be interpreted as restricting that effort.

#### 3. Authority.

a. The Federal Standardization Program. The Federal Standardization Program was developed in compliance with the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended. The program provides for coordination of civil and military standardization functions to avoid unnecessary duplication, pursuant to the Act and in consonance with the Defense Cataloging and Standardization Act (Sections 2451-2456, Title 10, United States Code, Superseding Public Law 82-436).

b. Federal Property Management Regulations (FPMR) and the Code of Federal Regulations (CFR). The development of federal specifications, standards and CIDs, the Federal Catalog System, and federal inspection and quality control is provided for in the CFR under Title 41, Public Contracts and Property Management, Chapter 101, FPMR, referenced in 41 CFR 101. FPMR 101-29, 101-30, and 101-31, respectively, describe these related functions.

#### 4. Department of Defense (DoD) participation in the Federal Standardization Program.

DoD is a major participant in the Federal Standardization Program. The Defense Standardization Manual establishes policies and procedures used in the Defense Standardization Program. Military Departments and Defense Agencies use the Federal Standardization Manual insofar as it prescribes policies and procedures used to develop FPDs.

#### 5. FPDs for food items (Federal Supply Group 89).

Authority to manage and approve FPDs in Federal Supply Group (FSG) 89, Food, was delegated by the Administrator of General Services to the Secretary of Agriculture on September 25, 1979.

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The Federal Standardization Manual applies to FSG 89 product descriptions except as stipulated by this delegation and the Federal Food Standardization Handbook.

### 6. FPDs for medical items (FSG 65).

Authority to manage and approve FPDs in FSG 65, Medical, Dental, Veterinary Equipment and Supplies was jointly delegated by the Administrator of General Services to the Secretary of Veterans Affairs and Secretary, Department of Defense on July 26, 1982. The Federal Standardization Manual applies to FSG 65 product descriptions except as stipulated by the delegation..

### 7. Commercial products.

FPDs are developed in accordance with policy established by the Federal Acquisition Regulations (FAR). FAR Part 12.101 directs agencies to:

- a. Conduct market research to determine whether commercial items or non-developmental items are available that could meet the agency's requirements.
- b. Acquire commercial items or non-developmental items when they are available to meet the needs of the agency.

## Part 2. Management of the Federal Standardization Program

### 8. Responsibility for the Federal Standardization Program.

The General Services Administration (GSA), Federal Supply Service (FSS), is responsible for the Federal Standardization Program. This includes decisions to develop new federal documents, cancel existing federal documents, and originate or discontinue projects. GSA has final approval over all federal documents, except for those in FSGs 65 and 89, which are managed by the Department of Veterans Affairs and Department of Agriculture, respectively.

### 9. Assigned Agency Program.

Under the Assigned Agency Program, GSA may assign responsibility for standardization within a particular FSG, or for a single federal document, to another federal agency or military service. This responsibility includes the development of new FPDs, the revisions and amendments to existing documents, and the cancellation of documents. The assignment is intended to be a continuing responsibility, undertaken and terminated by written agreement between GSA and the assigned agency.

a. Basis for assignments. Before an assignment is made, mutual consideration is given to the following factors:

(1) *Interagency requirements.* Primary attention is given to the procurement and program needs of the prospective assigned agency and those agencies that may be expected to participate or benefit from the assignment.

(2) *Capabilities of the preparing activity.* GSA determines the technical capability of the potential preparing activity.

(3) *Agency acceptance of responsibility.* GSA makes an assignment only with the consent of that agency. An authorized activity may accept assignments on behalf of the agency, including those for which it serves also as the preparing activity of record.

(4) *Related assignments.* Related groups of federal product descriptions are assigned to an agency whenever feasible. Assignments are normally related to the agency mission.

b. Offer and acceptance of assignments. GSA may request that a federal agency accept an assignment to develop or maintain a federal document, or an agency may request such an assignment.

c. Scope of assignment. GSA and the assigned agency establish the scope of the assignment by agreement on the technical coverage and the allocation of administrative functions. The assigned agency may perform part or all applicable technical and administrative work prescribed in this Manual, except for approval. In some instances, the assignment may be limited to the preparation of the technical content of the document, and the review of Government and industry

## Chapter 1 - continued

comments thereon. In such instances, GSA retains all administrative functions required to coordinate and issue the document.

d. Letter of assignment. When the agency accepts and GSA approves the proposed assignment, GSA forwards a letter of assignment to the agency. The letter designates the agency and its activity as the Assigned Agency and the Preparing Activity, respectively, and outlines the scope of the assignment.

(1) *Continuity of assignment*. Whether or not specifically stated in each letter of assignment, the agency's assignment of responsibility is a continuing function to be carried out by the designated Preparing Activity. This function is carried out by proposing or accepting a series of individual GSA approved federal standardization projects for revisions or amendments to the assigned document.

(2) *Termination of assignment*. When GSA action is required by reason of unavoidable circumstances, e.g., a regulatory ban on the product covered by the assigned document, changes in the agency mission, impact of reorganization, or for other valid reason, GSA may terminate the assignment and will affirm the decision in writing. When DoD no longer has an interest in a federal document, the preparing activity may notify GSA, U.S. Department of Agriculture, or the Department of Veterans Affairs, by letter. This notification releases the military preparing activity and DoD from further responsibility for the document.

e. Project initiation and document approval. GSA or the assigned preparing activity may initiate projects under the procedures prescribed in this Manual. The letter of assignment may specify the first standardization project under the assignment. Except for FSGs 65 and 89, GSA must approve all coordinated FPDs prior to publication.

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### Part 1. Introduction

#### 1. Scope.

This chapter provides guidance for the use of voluntary standards, and for participation in voluntary standards bodies.

#### 2. Authority.

The National Technology Transfer and Advancement Act of 1995 (P.L. 104-113) and OMB Circular A-119 "Federal Participation in the Development and Use of Voluntary Standards and in Conformity Assessment Activities" provide the authority for this chapter.

#### 3. Background.

Voluntary standards are those standards, specifications and handbooks promulgated by voluntary standard bodies. Voluntary standard bodies are nongovernment bodies that are broadly based, multi-member organizations, including, for example, nonprofit organizations, industry associations, and professional and technical societies. OMB Circular A-119 establishes policy to be used by executive branch agencies in working with those organizations that develop voluntary standards, and in adopting and using the standards. The circular directs agencies to use in whole or in part those voluntary standards that will serve the agencies' purposes. It further encourages and promotes the participation in voluntary standard bodies by federal employees.

## Part 2. General Instructions

### 4. Use of voluntary standards.

a. When a preparing activity is in the initial stages of developing a Federal Product Description (FPD), the FAR Part 11 establishes the order of preference to be used. Voluntary standards are given preference over FPDs (see Chapter 3, Part 1). The preparing activity is required to do extensive research to determine if a voluntary standard exists that will satisfy their needs and is consistent with applicable laws and regulations.

b. Adoption. If an existing voluntary standard will satisfy the user's needs, the user must adopt the standard by one of the following processes. Either procedure satisfies the adoption requirement established in OMB Circular A-119.

(1) The activity may formally adopt the standard in whole and issue an adoption notice (see Chapter 5, Part 12).

(2) The activity may reference the voluntary standard in whole or in part in its procurement documents or regulations. If used in part, reference it in Section 2, "Applicable Documents", of the federal specification, or in the requirements section of the CID. Don't cite the issue date in the FPD when referencing the voluntary standard, unless a specific issue of the voluntary standard is needed.

### 5. Participation in voluntary standard bodies.

a. General. Federal agencies are directed to participate in activities of voluntary standard bodies, where it has been determined beneficial to the agency. Participation includes regularly attending meetings of standards development groups, actively participating in discussions, and providing engineering, educational or administrative assistance.

b. Criteria for participation. The government agency should participate in a voluntary standard body when participation is in the public interest and is compatible with agencies' missions, authorities, priorities and budget limitations. To determine in which bodies the government should participate requires a review of the purposes, scopes and charters of voluntary standards' writing committees.

c. Benefits of participation. Through participation the federal agency can realize the following benefits:

- (1) ability to stay abreast of new technologies;
- (2) reduction of the cost to the federal government for developing standards;
- (3) opportunities to learn from both manufacturers and end users; and

(4) reliance on the private sector to supply government's needs for goods and services.

d. Government representation. Personnel who participate in the activities of voluntary standard bodies at government expense do so only as official agency representatives. Many employees are members of technical and professional societies and associations because of personal or professional interest, and serve on standards writing committees. This type of participation is not prohibited when conducted at the employee's expense and on their own time. In fact, it is encouraged because it fosters beneficial relationships. Employees who participate at their own expense should take such action as is necessary to ensure that their personal participation is not mistaken for official government representation.

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## Chapter 3. Development, Coordination, and Maintenance of Federal Product Descriptions

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## Chapter 3. Development, Coordination, and Maintenance of Federal Product Descriptions

### Part 1. General Requirements

#### 1. Scope.

This part prescribes the general requirements for the development, coordination and maintenance of federal product descriptions (FPDs).

#### 2. Basis for FPDs. User need is the basis for product description development.

Effective market research and analysis must be conducted to assure that user need is satisfied. During the market research and analysis phase, the preparing activity should advise potential agency users that a product description is being developed. Ask potential users to provide a statement of their needs in essential functional or performance terms to the maximum practical extent. Qualified product engineers/specialists assist in specifying requirements. Also solicit industry input during this phase. Make maximum effort to identify as many commercially available products as practical, and to describe the essential functional or performance characteristics in such a manner as to obtain maximum competition. Market research and analysis may vary from informal telephone inquiries to comprehensive industry-wide reviews. Material reflecting the market research and analysis performed is maintained by the preparing activity. Federal specifications and commercial item descriptions (CIDs) should minimize the number of types, grades, colors, finishes, or other variations of items, consistent with optimum overall efficiency and economy of the operation or services to be performed. Federal standards should reduce unnecessary variety in supply items, and adopt uniform terminology and definitions in technical, engineering, and supply fields.

#### 3. Development of product descriptions.

In the development of product descriptions the following provisions apply:

a. Acquisitions not requiring an FPD. Unless required by agency instructions, an FPD need not be developed for an acquisition that is:

- (1) Required under an unusual and compelling urgency, and using an FPD would delay obtaining the requirement;
- (2) For items purchased under the appropriate simplified acquisition threshold;
- (3) For products acquired and used overseas;
- (4) For items, excluding military clothing, acquired for authorized resale;
- (5) For construction or new installations of equipment, where nationally recognized industry or technical source specifications and standards are available;

## Chapter 3 - continued

(6) For contracts awarded under the GSA Multiple Award Schedules (MAS) Program (see FAR 8.4 for more information on the MAS program).

(7) For products known to be available only from a single source or produced to a single manufacturer's design.

(8) For a product or service for which an adequate voluntary standard is known to exist.

(9) For commercial products purchased (in compliance with Federal Acquisition Regulations) to satisfy customer preferences.

(10) Not cost effective for the development of a standardization document.

(11) For an item from a source mandated by law or regulation.

b. Identification of existing product descriptions. After the user's needs have been established, the market research and analysis conducted, and acquisition strategy formulated, the proper form of the product description and degree of detail required within the description should be apparent. Prior to initiating action to develop a new product description, search to determine if a suitable document is already available.

c. Order of preference.

(1) *Voluntary standards.* Voluntary standards must be used in lieu of other product descriptions, or as part of other product descriptions, when they meet the government's needs. Where a voluntary standard does not exist, agencies should communicate with voluntary standards bodies to determine whether a voluntary standard can be developed incorporating government requirements in sufficient time to meet agency needs.

(2) *Commercial item description (CID).* Develop a CID when market research and analysis and the acquisition strategy reveal that acceptable commercial products are available to meet the user's need, and a CID will suffice in defining the essential design, functional or performance characteristics of the commercially available product.

(3) *Federal specification.* Develop a federal specification when a standard government-unique item is required, or a commercially available product or service exists, but specific design, performance, interface or other essential characteristics cannot be adequately described by another type of product description.

d. Conversion of federal, military, or other departmental specifications. Federal, military, or other departmental specifications that cover commercially available items are to be converted to voluntary standards or CIDs whenever feasible.

e. Regulatory requirements. The requirements in FPDs must be consistent with all federal

regulatory requirements. These requirements may be implemented by specifically referencing the applicable regulation in the product description and, if necessary, stating the requirement. Regulations applicable by law to all products sold in the United States need not be referenced or stated in the FPD.

f. Environmental impact. In the development of FPDs, consider the environmental impact of the item with respect to its production, useful life, and final disposition. This consideration must include, but is not limited to, compliance with current regulations.

g. Metrication. The Metric Conversion Act of 1975, as amended by the Omnibus Trade and Competitiveness Act of 1988 (15 U.S.C. 205a, et seq.), designates the metric system of measurement as the preferred system of weights and measures for United States trade and commerce. It also requires that each federal agency, by a date certain and to the extent economically feasible by the end of fiscal year 1992, use the metric system of measurement in its procurements, grants and business related activities. Consistent with these requirements, agencies will use the metric system in specifications, standards, CIDs, and purchase descriptions, except to the extent that such use is impractical or is likely to cause significant inefficiencies or loss of markets to United States firms. When the use of metric alone is not practical, hybrid or dual measurements may be used during the transition period.

h. Proposed FPDs. Proposed FPDs are drafts circulated for coordination prior to final acceptance and approval as federal standardization documents. Proposed FPDs are developed and coordinated as prescribed in par. 6 below. In rare instances, no suitable voluntary standard, CID, federal or military product description is available and immediate procurement requirements may preclude formal requests, receipt, and reconciliation of comments necessary to produce a fully coordinated document. Under these circumstances, an interim federal specification may be issued for immediate use in procurement and also for further use as the "draft" document for developing a fully coordinated federal specification. CIDs used to support procurement must be fully coordinated and approved.

i. Interim federal specifications. An interim federal specification is prepared only when required for immediate procurement, and a suitable federal, military, or departmental specification is not available. When the interim specification project is initiated, another project is initiated simultaneously for the coordinated conversion of the interim federal specification to a federal specification. An interim specification can exist for a maximum of two years.

j. Proposed revisions and amendments to FPD's. Proposed revisions and amendments to FPDs are prepared and coordinated in the same way prescribed for proposed FPDs. CIDs are changed by revision only.

#### 4. Initiation of projects.

a. Federal specifications and standards. Except for Federal Supply Groups (FSGs) 65 and 89, the appropriate GSA commodity center, as determined by the FSC and listed in the SD-1, must approve projects to initiate a federal specification or standard. GSA's project approval letter will

give the preparing activity the document number and a list of activities that might have an interest in the document.

b. CIDs. The initiation of a project to develop a CID is approved within each service or agency. Don't initiate a project to develop a CID to replace a federal specification until you have obtained approval from the preparing activity of that federal specification.

c. Project numbers. Project numbers are optional for GSA preparing activities but are mandatory for all documents prepared by a DoD activity. Project numbers are obtained from the Lead Standardization Activity (LSA) for that FSC as listed in the SD-1.

5. Responsibility of the preparing activity.

The preparing activity is responsible for the functions set forth in subparagraphs a - d below.

a. Development of new or revision of existing FPDs. The preparing activity requests or accepts projects to prepare new or to revise existing documents. When preparing new or revising existing documents the preparing activity assures that:

(1) Characteristics or requirements are expressed in functional or performance terms to the maximum practicable extent. FPDs may be stated in the form of detailed specifications when justified by circumstances, such as the following:

(a) Requirements of law;

(b) Overriding considerations of operational need, standardization, configuration management, health, safety, energy, national security or environment; and

(c) Anticipated life-cycle costs and benefit considerations indicate that a detailed specification is more beneficial than a voluntary standard, CID, or government prepared functional or performance specification.

(2) Emphasis is placed upon the use of established manufacturing practices and processes, especially those used in commercial industry, whenever they are appropriate for the product.

(3) Requirements are specified in a form that permits maximum competition and innovation. Restrictive features that would limit competition are avoided unless the features are essential to satisfy the user's needs.

(4) All requirements, including quality assurance, packaging, packing and marking, conform to commercial practice to the maximum practicable extent while satisfying the government's need. Avoid government unique requirements that are not essential for the intended use of the product.

(5) References are restricted to documents that are specifically and clearly applicable to the product description. Take care to ensure that reference documents do not contain any conflicts with other provisions of the product description.

(6) Product descriptions conform to applicable international standardization treaty agreements. Documents having potential NATO application are designed to support NATO Rationalization/Standardization and Interoperability.

b. Validation of FPDs. The preparing activity reviews the assigned description to determine whether it is accurate and current for procurement purposes. An FPD must not be validated when its requirements depend upon obsolete referenced documents, or do not comply with current regulations.

c. Timely completion of projects. The preparing activity should take action to assure that authorized document projects and cyclic reviews are completed as scheduled.

d. Request for comments. The preparing activity is responsible for circulating the proposed FPD, resolving essential comments and preparing the approved copy. Coordination shall be accomplished by electronic means over the Internet, if practical. This includes four steps:

(1) Circulating the draft document among the appropriate military and civil agency coordinating activities, the appropriate GSA commodity center and interested non-government activities and organizations, including potential industry suppliers. For federal specifications, concurrence or comments should be received within 60 calendar days from the date of the letter sent to civil agency coordinating activities, and 90 calendar days from the date of the letter sent to military coordinating activities. No more than 60 calendar days are allowed for coordination of draft CIDs by civil and military activities. The preparing activity need only allow a minimum of 45 days for coordination time if coordination is accomplished using electronic means.

(2) Reviewing all comments and resolving essential ones.

(3) Incorporating accepted comments into the final document.

(4) Reviewing the document prior to approval.

## 6. Withdrawal of projects.

When warranted by circumstances, the preparing activity may request, or GSA may require, a project to be withdrawn (discontinued). GSA will notify the preparing activity in writing when a project is withdrawn, and the reasons therefor. When appropriate, the notification proposes the establishment of another project.

## 7. Printing and distribution.

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GSA arranges for the printing and distribution of all FPDs, and of amendments and revisions thereto. GSA may authorize assigned agencies to reproduce, and distribute certain FPDs.

### 8. Cancellation notices.

The preparing activity is responsible for action needed to cancel an FPD. For federal specifications and standards, with the exception of those in FSGs 65 and 89, preparing activities contact GSA for authorization to propose cancellation and to obtain a civilian agency distribution list for coordination. The preparing activity is responsible for: initiating the cancellation notice; circulating the proposed cancellation notice to designated coordinating activities; and issuing the cancellation notice. The cancellation of an FPD includes the basic description, as amended, and any interim revision. The number will not be used again. Don't cancel an FPD without coordination with interested activities, under any circumstances.

### 9. Reinstatement notices.

When an FPD has been canceled in error, or superseded by a document later found to be inadequate, GSA will take appropriate action to reissue the description. If the description is valid for procurement purposes, or is used as a standard reference in other descriptions, or is referenced to many current supply items in the Federal Catalog System, GSA will reinstate the description by a notice which takes precedence over the earlier cancellation notice. This is an exceptional procedure which is rarely used because of the inherent difficulty in reversing a cancellation. Ordinarily, the description is reissued in the form of a similar but superseding document under a new number and title.

### 10. Exceptional conditions requiring cancellation.

GSA has the final responsibility for FPDs. After proper coordination, GSA will cancel FPDs that are in conflict with applicable laws or regulations, or otherwise prejudicial to the interests of the government. GSA will furnish interested agencies with any available information regarding acceptable substitutions for the item or service described in the canceled FPD.

## Part 2. The Text, Grammar, Style and Format Requirements of a Federal Product Description

### 11. Scope

This part covers the text, grammar, style and format requirements used in the preparation of an FPD.

### 12. Language style.

The paramount consideration in a product description is to present its technical essence in the simplest words and phrases that will convey the intended meaning. Vague and ambiguous terms must be avoided. Essential information must be complete, whether by direct statements or by reference to other documents. Consistency in terminology and organization of material will contribute to the clarity and usefulness of the document. Sentences must be as concise as possible. Punctuation should aid in reading and prevent misreading. Well-planned work order requires a minimum of punctuation. When extensive punctuation is necessary for clarity, the sentence(s) should be rewritten.

a. Capitalization, spelling etc. The United States Government Printing Office Style Manual is used as a guide to capitalization, spelling, punctuation, abbreviations, syllabication, etc.

b. Abbreviations. The applicable standard abbreviations listed in FPDs and military specifications and standards are used, except that abbreviations in titles of documents should be in accordance with the Federal Item Name Directory for Supply Cataloging, Section C, subsection 1 and 2 (H6-C). The only other abbreviations employed are those in common use and not subject to misinterpretation. The first time an abbreviation is used in text, it is placed in parentheses and is preceded by the word or term spelled out in full, e.g., decibel (db), milliampere (mA), or pascal (Pa). The rule does not apply to abbreviations used for the first time in tables and equations.

c. Symbols. The only symbols to be used in the text are degree "°" and the "+" and the "-" to express ranges or tolerances. Other symbols, when used in figures, should be in accordance with applicable federal, military, or other standards having specific governmental approval, e.g., metrication guides.

d. Proprietary names. Trade names, copyrighted names, or proprietary names applying exclusively to the product of one company should not be used unless the item(s) cannot be adequately described because of the technical involvement, construction, or composition. In such instances, one or more commercial products may be included, followed by the words "or equal" to assure wider competition. The same applies to manufacturers' part numbers or drawing numbers for minor parts when it is impractical to specify the exact requirements in the specification. Insofar as practical, the particular characteristics required are included to define "or equal".

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e. Commonly used words and phrases. Certain words and phrases are frequently used in FPDs. Rules for their use are set forth in the following subparagraphs.

(1) *Citation of references.* Referenced documents are cited thus:

(a) "conforming to..."

(b) "as specified in..."

(c) "in accordance with ..."

(2) *Identification of references.* Capitalize the words "drawing," "bulletin," etc., only when they are used immediately preceding the number of a document. However, specifications, standards, CIDs, and handbooks are identified in the text only by their document number, e.g., NNN-P-395, not specification NNN-P-395.

(3) *"Unless otherwise specified"*. Use this phrase to indicate that an alternative course of action is available to the requiring agency through the contracting officer. Always put the phrase at the beginning of the sentence, and, if possible, at the beginning of the paragraph. Use the phrase only when it's possible to clarify its meaning by providing a reference, such as to Section 6 of the specification, for further clarification in the contract, order, etc.

(4) *"As specified herein"*. When referring to a requirement in the FPD that is obvious or easily located, the simple phrase "as specified herein" is sufficient and should be used.

(5) *Compliance or conformance.* The phrase "...to determine compliance with..." or "...to determine conformance to..." should be used in place of "...to determine compliance to...". Use the same wording consistently throughout the specification.

(6) *Delimitation of measurements.* The statement of limitation is phrased; "The diameter shall be not greater than..." for maximum limit, or "The diameter shall be not less than..." for minimum limit.

(7) *Mandatory provisions.* The emphatic form of the verb "shall", is used throughout the FPD, whenever a requirement is intended to express a provision that is binding. For example, in the requirements section, state that "The indicator shall be designated to indicate...", and in the section containing test provisions, "the indicator shall be turned to zero and 220 volts alternating current applied." For specific test procedures, the imperative form may be used provided the entire method is preceded by "the following tests shall be performed," or similar wording, then "Turn the indicator to zero and apply 220 volts alternating current."

f. Use of "shall," "will," and "may." "Shall" is used to express a provision that is binding. "Should" and "may" are used to express nonmandatory provisions, i.e., alternative procedures which are preferred or acceptable. "Will" may be used to express a declaration of purpose on

the part of the government. "Will" is also used in cases where simple futurity is required, e.g., "Power for the motor will be supplied by the ship."

g. Use of "and/or." Do not use the term "and/or" in FPDs. Use definitive, precise language. The phrase "and/or" has no place in FPDs.

h. Use of "flammable" and "nonflammable." Use the terms "flammable" and "nonflammable" in FPDs. Do not use the terms "inflammable", "uninflammable", and "noninflammable".

13. Paragraph numbering.

Number each paragraph and subparagraph consecutively within each section of the FPD, using a period to separate the number representing each breakdown. This method is known as the Modified Decimal Numbering (MDN) System, and is widely used by national and international standards organizations.

Requirements (Section)	3
First paragraph	3.1
First subparagraph	3.1.1
Second paragraph	3.2
First subparagraph	3.2.1
Second subparagraph	3.2.2

Itemization within a paragraph or subparagraph is identified by lower-case letters to avoid confusion with paragraph numerals. For clarity of text, limit paragraph numbering to three sublevels

14. Paragraph headings.

When practical, each paragraph and subparagraph is given a subject heading in which only the first subparagraph heading is underlined and is not duplicated within any one section.

15. Underlining.

Except for paragraph headings, do not underline words or phrases in a paragraph for the sake of emphasis. All of the requirements are important in obtaining the desired product or service.

16. Location of the document number on FPD pages.

Place the document number in the upper right corner of the first page, and in center of page for the second page and subsequent pages.

17. Location of the document page numbers.

Page one of the FPD does not bear a page number. Number page two and subsequent pages consecutively at the bottom center of the page.

### 18. Cross-references.

Cross-references from one paragraph to another within the specification are to be held to a minimum, except as provided in par. 20 below. Use cross-references only to clarify the relationship of requirements within the specification and to avoid inconsistencies and unnecessary repetition. The cross-reference is only to the specific paragraph number, and the word "paragraph" need not appear.

### 19. Matching requirements and tests.

As an exception to the cross-reference rule, it is desirable to match requirements in Section 3 of the federal specification, with tests in Section 4. This may be accomplished by cross-reference of paragraph numbers. When feasible, and particularly when a complex testing procedure is involved, a cross-reference table of requirements and tests should be included in Section 4 to serve this purpose.

### 20. Definition and use of figures.

A figure is a picture or graph, and is an integral part of the FPD. It is clearly related to, and consistent with, the text of the associated paragraph. (Figures should not be confused with numbered and dated drawings that are listed in Section 2 as references only.)

a. Location of figures in specifications. Place each figure following, or within, the paragraph containing a reference to it. If figures are numerous and their location would interfere with correct sequencing of paragraphs and cause difficulty in understanding or interpretation, they may be placed in numerical sequence at the end of the specification, on pages following the concluding material, and before any appendix or index.

b. Preparation of figures. All figures are titled, and numbered consecutively with Arabic numerals in the order in which they are initially referenced in the specification. All items shown in the figure should be clearly identified.

### 21. Definition and use of tables.

A table is an arrangement of data in lines and columns. A table is used when data can be presented more effectively in tabular form than in the text. Elaborate or complicated tables should be avoided. References in the text should be sufficiently detailed to make the purpose of the table clear, and the table should be restricted to data pertinent to the associated text.

a. Location of tables in FPDs. Place a table following, or within, the paragraph containing the first reference to it. If space does not permit, place the table at the beginning of the succeeding page or, if extensive, on a separate page.

b. Preparation of tables. Number tables consecutively with Roman numerals in the order in which they are initially referenced in the specification. Place the number and title above the table. Organize and arrange the contents of a table to show clearly the significance and relationship of the data. Data included in the text is not repeated in the table. Tables may be boxed in and ruled; however, vertical lines may be omitted from the left and right margins of the page. When a table is of such width as to make it impractical to place it in normal position on the page, it may be rotated counterclockwise 90 degrees.

## 22. Foldouts.

Avoid foldouts except where required for legibility. Large tables or figures may be broken so that they may be printed on facing pages. When foldouts are required, group them in one place, preferably at the end of the product description (following figures, if any) and the text must indicate their location.

## 23. Footnotes.

Use the United States Government Printing Office Style Manual as a guide.

a. Footnotes to text. Footnotes to the text should be avoided. Their purpose is to convey additional information that is not properly a part of the text. A footnote to the text is placed at the bottom of the page containing the reference to it. Footnotes are consecutively numbered throughout the FPD with Arabic numbers. The superior Arabic number is used to identify the reference in the text.

b. Footnotes to tables and figures. Footnotes to a table or figure are placed below the table or figure. The footnotes may contain mandatory information that cannot be presented as data within a table. Footnotes are numbered separately for each table. Where numerals will lead to ambiguity (for example, in connection with a chemical formula) superior letters, asterisks, daggers, and other symbols may be used. A superior figure precedes a numeral and follows a word.

## 24. Contractual and administrative requirements.

An FPD must not include contractual requirements which are properly a part of the contract, such as cost, time of delivery, instructions on reworking or resubmitting rejected items or lots, method of payment, liquidated damages, provision for item damaged or destroyed in tests, etc.

## 25. Reference to other documents.

Referencing is the approved method for including requirements in FPDs, where this eliminates the repetition of requirements and tests that are adequately set forth elsewhere. However, chain referencing should be avoided. References are restricted to documents that are specifically and clearly applicable to the product description, and the preparing activity will research the referenced documents to make sure that they are applicable. Reference to paragraph numbers in

other documents should not be made. The reference is to a title, method number, specifically identified requirements, or other definitive designation.

26. Limitation on references.

Do not put anything in an FPD that conflicts with provisions in referenced documents, unless it is desirable to make special exceptions to such provisions, in which case the specific provision to which exception is made is stipulated. It is not intended that other documents be made a part of a product description by reference unless the item, material, or limitations in the referenced document are required in the quality and detail specified in these documents.

27. Ready-for-printing FPD.

a. General. The preparing activity will forward the final, coordinated FPD manuscript to GSA for printing and distribution. One single-spaced "camera-ready" copy suitable for photo offset reproduction will usually suffice. The document may be sent electronically, if it is in a software acceptable to GSA.

b. DoD prepared FPDs. DoD preparing activities will send the approved and dated document to the DoD Single Stock Point (DoDSSP) in Portable Document Format (PDF). The DoDSSP will send either a PDF file or a camera-ready copy of all DoD prepared federal product descriptions to GSA.

### Part 3. The Working Group Method

#### 28. General.

This part covers the use of working groups composed of federal agency representatives, or government and industry representatives, to carry out standardization studies or other projects. Most standardization projects are coordinated and completed by the exchange of correspondence as explained in Part 1 of this chapter. For exceptional cases, which cannot be handled effectively by correspondence, the use of working groups provides the means for expediting coordination to meet firm and necessary deadlines. In carrying out projects in accordance with the procedures in this part, federal agency representatives on working groups obtain required technical and other mandatory data through channels established for administration of the Federal Standardization Program.

#### 29. Scope of working groups.

Working groups may be organized to:

- a. Coordinate the adoption of a voluntary standard;
- b. Develop and coordinate product descriptions;
- c. Coordinate standardization studies; or
- d. Reconcile essential comments with respect to drafts of standardization documents.

#### 30. Purpose of working groups.

A working group is called together only when that method is the most practical means to:

- a. Evaluate data made available by agency representatives and voluntary standardization bodies for the preparation of a draft or the coordination of a standardization document;
- b. Reach agreement on a project by discussion of essential comments and presentation of pertinent data;
- c. Induce reconsideration of agencies' essential comments when differences require resolution (reconciliation meetings); or
- d. Expedite project completion within a shortened time schedule.

#### 31. Authorization for working groups.

## Chapter 3 - continued

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When the preparing activity requires assembling of agency and industry representatives to facilitate the development and coordination of an FPD, such groups may be convened with prior notification to the appropriate GSA commodity center, at the address listed in the SD-1.

### 32. Coordination procedures to be used by working groups.

The coordination procedures in Part 1 of this chapter are used as modified herein and to the extent necessary to prevent duplication of the effort of the working group. The designated representatives resolve differences within their agencies and furnish formal agency concurrence in the final draft, or nonconcurrence with complete justification. Such completed action is submitted to the chairman within three weeks from the date the draft is received. Nonconcurrence is based only on essential technical requirements or technical inadequacy of the document.

### 33. Project completion and dissolution of working groups.

Unless terminated earlier for sufficient reasons, a working group is dissolved when the project for which it was established is completed.

#### Part 4. Overage Document Review

##### 34. Purpose.

The overage document review is a systematic evaluation of all FPDs to ensure that they are current and necessary.

a. FPDs are classified as overage if they have become 5 years old or older during the last fiscal year, and if they have not been revised, amended, canceled or validated during the 5 years preceding October 1. Each review performed on a standardization document results in one of the following actions:

- (1) Cancellation of the document;
- (2) Adoption of a voluntary standard;
- (3) Conversion of the document to a CID;
- (4) Revision or amendment to update the document; or
- (5) Validation of the document.

b. The overage document review program is intended to complement the preparing activity's responsibility to maintain standardization documents in a current status through the periodic revision process. As part of the overage document validation process, preparing activities ensure that the document conforms to policies regarding the utilization of recycled/recovered materials as required by paragraph 23.403 of the Federal Acquisition Regulation (FAR), and the metric system of measurement as required by Public Law 100-418.

##### 35. Review by preparing activities.

The preparing activity reviews overage documents and takes one of the following actions:

- a. Cancels the FPD if determined to be obsolete or if it has been replaced by another standardization document.
- b. Adopts a voluntary standard to replace an FPD in ether whole or in part.
- c. Converts the document to a CID. An FPD is not converted to a CID unless market research and analysis reveals that commercial items exist which will satisfy the customers requirements, and the standardization document can be significantly simplified.
- d. Revises or amends the document as necessary. The preparing activity has two years to accomplish the revision/amendment.

e. Issues a validation notice if it is determined that the FPD is valid. The validation notice indicates that a standard document conforms to the policies and procedures contained in this Manual; that all referenced documents are still valid; and that the document is valid for use in acquisition.

## Chapter 4. Instructions for the Preparation of Commercial Item Descriptions

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## **Chapter 4. Instructions for the Preparation of Commercial Item Descriptions**

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### **Part 1. Introduction**

#### **1. Scope.**

This chapter prescribes specific procedures for developing commercial item descriptions (CIDs). Additional instructions applicable to all federal product descriptions (FPDs), are contained in Chapter 3.

#### **2. Authority.**

Executive Order 12352, dated March 17, 1982, requires federal agencies to enhance effective competition "by such actions as eliminating unnecessary government specifications and simplifying those that must be retained, expanding the purchase of available commercial goods and services, and, where practical, using functionally-oriented specifications or otherwise describing government needs so as to permit greater latitude for private sector response."

#### **3. Commercial Item Description.**

A commercial item description is a simplified specification that describes, by functional, performance or essential physical requirements, the available, acceptable commercial products that will satisfy the government's needs. CIDs are technical documents that are easy for suppliers to use and that allow manufacturers to provide products to the government from their standard product line. CIDs are concise, descriptive documents that relay requirements to potential suppliers in simple language. They are not intended to be instructions on how to make a particular product.

## Chapter 4 - continued

### Part 2. General Instructions

#### 4. Identification of CIDs.

CIDs are numbered sequentially beginning with A-A-1, through A-A-99999 to ensure compatibility with the existing federal specification numbering system. CID document numbers are controlled and provided by GSA. Agencies preparing CIDs obtain document numbers by contacting GSA headquarters. GSA has provided blocks of CID numbers to the Department of Veterans Affairs, US Department of Agriculture and the Department of Defense. Instructions on how CID numbers are assigned to preparing activities within the Department of Defense are given in DoD 4120.3-M.

#### 5. Paragraph numbering.

The preferred numbering system is the Modified Decimal System. It provides for each paragraph and subparagraph to be numbered consecutively within each section of the CID, using a period to separate the number representing each breakdown.

#### 6. Heading.

The heading for the CID includes the document number, date, and supersession data, in the upper right hand corner. Directly over the document number is a **METRIC**, **INCH-POUND**, or **NOT MEASUREMENT SENSITIVE** indicator. A CID that is revised reflects the revision indicator and supersession data in the same manner as federal specifications (see Chapter 5, Part 2, paragraph 6). If the CID has not been approved for acquisition purposes, the word "PROPOSED" appears below the CID number.

Examples:

**METRIC**

A-A-1681A

December 31, 1992

SUPERSEDING

A-A-1681

January 19, 1982

**INCH-POUND**

A-A-59B

PROPOSED

SUPERSEDING

A-A-59A

November 30, 1979

#### 7. The CID Title.

The title of the CID conforms to the Federal Item Name Directory of the Federal Catalog System, H-6. If the Approved Item Name (AIN) has the potential of confusing suppliers a generic common name may be used in parenthesis following the AIN. In addition common and colloquial names may be included in the Scope section of the CID.

#### 8. Preamble.

Except for FSG 89, the preamble reads as follows, under the conditions listed. For FSG 89 documents the "U.S. Department of Agriculture" is substituted for "General Services Administration," as appropriate.

a. All CIDs except those which partially cover an existing federal, military or other departmental specification:

"The General Services Administration has authorized the use of this commercial item description, for all federal agencies."

b. When a CID partially covers an existing federal, military or other departmental specification, the preamble will be specific in listing the types, classes, styles, etc., that are covered. The following wording is used:

"The General Services Administration has authorized the use of this commercial item description as a replacement for (type, class, style, etc.) of (insert federal, military or other departmental specification number) for all federal agencies."

#### 9. Draft CIDs.

Drafts of proposed CIDs carry the following note at the top of the first page:

"NOTE: This draft dated (date) prepared by (Preparing Activity) has not been approved and is subject to modification. DO NOT USE FOR ACQUISITION PURPOSES."

Remove this note after approval and prior to reproduction.

#### 10. Designation of the Federal Supply Class.

Place the applicable Federal Supply Class (FSC) in the lower right-hand corner of the first page of the CID.

#### 11. Improvement Block.

The statement below should appear in a centered box at the bottom of the first page (see figure 4-1 for an example of the first page of a CID). As an alternative, a point of contact for the receipt of beneficial comments and recommendations may appear in the NOTES section.

Beneficial comments, recommendations, additions, deletions, clarifications, etc. and any data that may improve this document should be sent to: (insert preparing activity's address).

#### 12. Text.

The text of the CID may contain any or all of the following sections, in numerical sequence:

- a. SCOPE
- b. CLASSIFICATION
- c. SALIENT CHARACTERISTICS
- d. REGULATORY REQUIREMENTS
- e. PRODUCT CONFORMANCE PROVISIONS
- f. PACKAGING
- g. NOTES

13. Scope.

The scope is a concise statement describing the intent of the CID and may include the intended purpose of the item. This section may also include common or colloquial item names.

14. Classification.

When a CID covers more than one item of supply it might be necessary to include a section on classification, similar to the classification section in a federal specification (see Chapter 5, Part 3). Types, grades, classes etc., are listed under this section and are consistent throughout the CID. The classification remains constant from revision to revision unless a change is required for some valid reason, such as a change in industry practice. Where the characteristics of an item change enough to affect interchangeability, delete the original final designation and add a new classification.

15. Salient characteristics.

a. This section concisely describes the product by providing functional and performance characteristics. Take care to develop salient characteristics that ensure products acquired meet required levels of quality and serviceability. Salient characteristic should not be so complicated or detailed that they confuse or unnecessarily restrict potential offerors.

b. To the maximum extent practical, describe the item in terms of performance characteristics. Design requirements such as dimensions, materials, composition, and formulation are included only to the extent design control is necessary. When other than form, fit, and functional interchangeability are essential with respect to reparable items, design details may be specified to the extent necessary to ensure interchangeability of replacement parts.

c. When a product, component, or material is required to have a specific physical property (e.g., hardness, tensile strength, etc.) that is to be verified using a test method, mention the physical property and test method together as follows:

“The (insert product, component, or material) shall have (insert physical property) when tested in accordance with (insert test method).”

Use voluntary consensus test methods generally accepted by the applicable industry segment to the maximum practical extent when tests are specified. Specially designed tests or tests referenced in military specifications or standards are to be used only when necessary.

d. The metric system of measurement is the preferred system of weights and measure in CIDs (see Chapter 2, Part 1 and Chapter 3, Part 1).

#### 16. Regulatory requirements.

Applicable regulatory requirements are contained in this section. Some examples might be Department of Agriculture standards; the Food, Drug and Cosmetics Act; and the Federal Hazardous Substance Labeling Act. Regulations applicable by law to all products sold in the United States need not be referenced. Include the following statement in CIDs for all products that might possibly utilize recovered materials: (See figure 4-2.)

“The offeror/contractor is encouraged to use recovered materials to the maximum extent practicable, in accordance with paragraph 23.403 of the Federal Acquisition Regulation (FAR).”

#### 17. Product Conformance Provisions.

The product conformance section should contain the product conformance clause and, when needed, any specific inspection requirements. (See figure 4-2.)

a. Product Conformance. Most CIDs should contain a product conformance statement worded as follows:

“The products provided shall meet the salient characteristics of this Commercial Item Description, conform to the producer’s own drawings, specifications, standards, and quality assurance practices, and be the same product offered for sale in the commercial marketplace. The government reserves the right to require proof of such conformance.”

If necessary, the statement should be tailored to the item you are describing, while retaining the general requirement that the products supplied to the government must, at a minimum, comply with the manufacturer’s standards for producing those products for commercial customers.

b. Market Acceptability (MA). One way to assure quality when using a CID is to require that items have been accepted in the market. This technique relies on market forces to cause suppliers to maintain performance and quality.

(1) *Market Acceptability Criteria*. MA criteria establish the threshold for determining

## Chapter 4 - continued

whether an item has been accepted by a market. Market research helps you decide whether a CID can be used and whether reasonable MA criteria can be identified. You must be prepared to demonstrate that a market-tested item is required to meet the government's needs. If this cannot be established, then this method cannot be used.

MA criteria must be developed considering both the item and the market in which it sells. The criteria can be whatever reasonably indicates that an item will meet the intended application, for example:

- (a) number of items sold;
- (b) length of time the product has been on the market;
- (c) reliability and performance of the item;
- (d) maintenance and logistics arrangements - especially for an item no longer in production.

The criteria could be as simple as, "The item offered must have been sold to the government or commercial market," or may require some combination of factors. The criteria chosen should relate to the history of the item itself, rather than to the supplier's capability, and must be supported by market research.

(2) *Application of MA criteria.* Following are some applications of MA criteria:

- (a) A modified commercial, off-the-shelf item is required to minimize design and engineering risk.
- (b) A commercial item is required to assure that an established end product is routinely supported by spare and repair parts.
- (c) A market tested item is required to preclude untested or experimental units.
- (d) Demonstrated reliability (developed products, product improvements, established quality control procedures, broad-based parts availability) is required to assure compliance with federal safety and environmental requirements.
- (e) A commercial item is required to ensure serviceability, reliability, and quality of materials.
- (f) A currently produced item is required to help ensure up-to-date technology, especially in light of multiple-year contract duration and rapid advancement experienced in the technology.

Your market acceptability criteria should allow for items supplied under recent or current contracts with government-only suppliers, if any, as well as commercially available items.

(3) *Documentation.* Document market research information, minimum need assessment, and findings substantiating the MA criteria, and retain them along with the product description or CID file. Be sure that the file describes the method, extent, and findings of the market research and identifies suppliers that were found to meet the MA requirement. MA criteria should be part of the Product Conformance Provisions section of the CID.

c. Inspection requirements. Bid samples may be required for CID items when necessary to assure product quality. In general, first article testing should not be required. First article testing may only be required for those items produced on demand which are customized. Detailed procedures on inspection requirements or sampling in a CID should be minimized and used only when no other method for assuring quality is acceptable.

#### 18. Packaging.

In the absence of special packaging or marking requirements, the CID includes the following statement:

“Preservation, packing, and marking shall be as specified in the contract or order.”

Special packaging requirements will be cited in the CID only when necessary.

#### 19. Notes.

This section contains relevant information that cannot properly be included in other sections of the CID. (See figure 4-3.) It is of a general or explanatory nature and may include the following:

a. Part or Identification Number (PIN). CIDs may contain a section describing a part or identifying number (PIN). The section is entitled “Part or Identification Number” and either describes how the PIN is constructed or refers to the appropriate associated document or appendix. The following statement precedes the instructions for developing a CID based part number:

The following part or identification numbering procedure is for government purposes and does not constitute a requirement for the contractor.

(1) *Format of the PIN.* The PIN consists of the CID number without dashes or revision indicator, followed by a series of letters or numbers that completely identify the NSN as to type, style, class, grade, size, color and all other options allowed in the CID. The length of the PIN is 15 characters or less. Appropriate coding tables must be developed and used to convey the information within the size limits above.

(2) *Contents of the part or identification numbering system.* The part or identification numbering system in the CID will provide complete instructions and coding tables to enable a cataloger to determine the correct item identifying reference part number for each NSN covered by the CID, and allow a user to determine the type, style, class, grade, size, color, etc. from the

part number. The part numbering system must be designed for readability and to minimize coding errors. Blank spaces must not be included in the part number.

- b. Addresses for obtaining copies of referenced documents.
- c. Ordering data. (e.g., document number and revision letter, PIN, packaging requirements, etc.)
- d. NSNs, when available.
- e. Products known to meet the CID (for information only, when appropriate). Note: If products are identified, inadvertent omission of potential suppliers will likely be misconstrued as exclusionary. Additionally, the administrative burden required to maintain a current list of products should be considered.
- f. Key words. Include a listing of subject terms or key words that will identify the document during retrieval searches. Subject terms may be descriptions, key words, posting terms, identifiers, open-ended terms, subject headings, acronyms, code words, or any words or phrases that identify the subjects covered in the report, and that conform to standard terminology and are exact enough to be used as subject index entries. List the terms alphabetically with the main noun or word first, followed by sequential modifiers separated by commas. Five subject terms (or fewer) are probably enough for a CID.

### 20. Concluding material.

The concluding material includes the following:

- a. Activity symbols. A listing of standardization functions with the activities responsible for them. It includes the symbols, translated in the DoD Standardization Directory SD-1, of the custodians, review activities, preparing activity, civil agency coordinating activity, and agent.
- b. Project number. The project number is assigned by the Lead Standardization Activity for project identification and control purposes. It is mandatory for CIDs prepared by DoD activities and optional for civil activities.

### 21. Specification Sheets.

Specification sheets for a CID are prepared when a family of items differing in style, type, class, grade, model, or similar variables need individual coverage. Any single specification sheet, together with its associated general CID, forms a complete procurement specification for the item(s) covered. (See Chapter 5, Part 10 for more instructions on specification sheets.)

### 22. Interim CIDs.

There are no interim CIDs. All CIDs must be fully coordinated.

23. Amendments.

Do not amend CIDs. Change CIDs only by revising them.

24. Revisions.

Revisions are identified in the same manner as federal specifications.

25. Notices.

Notices are issued only to cancel (see figure 4-4), reinstate and validate CIDs. Procedures and format requirements are the same as those specified for federal specifications.

26. Coordination.

CIDs are disseminated to all interested government and industry activities for comment. The SD-1 is used as a reference in determining the DoD activities that might be interested in a new CID. No more than 60 days is normally allowed for final coordination of the proposed CID.

**METRIC**

A-A-XXXB

July 21, 1992

SUPERSEDING

A-A-XXXXA

January 8, 1980

## COMMERCIAL ITEM DESCRIPTION

### ADHESIVE, SEMI-SOLID, STICK FORM, WITH DISPENSER

The General Services Administration has authorized the use of this commercial item description by all federal agencies.

1. **SCOPE.** This commercial item description covers a general purpose stick adhesive, with dispenser. The commercially available adhesive shall be suitable for bonding paper, cardboard, fabrics and polystyrene foam as well as mounting photographic prints, maps, and drawings.

2. **CLASSIFICATION.** The stick adhesive (glue stick) shall conform to the following types and sizes:

2.1 Type

2.2 Size

3. **SALIENT CHARACTERISTICS.**

3.1 Adhesive material:

3.2 Dispenser Design:

Beneficial comments, recommendations, additions, deletions, clarifications, etc. and any other data that may improve this document should be sent to: General Services Administration, GSA Center (9FTE-10), Auburn, Washington 98001

FSC 8040

Figure 4-1. First page of a CID: heading; preamble; paragraph numbering; beneficial comments

4. **REGULATORY REQUIREMENTS.** The offeror/contractor is encouraged to use recovered materials to the maximum extent practicable, in accordance with paragraph 23.403 of the Federal acquisition Regulation (FAR).

5. **PRODUCT CONFORMANCE.**

5.1 Product Conformance. The products provided shall meet the salient characteristics of this Commercial Item Description, conform to the producer's own drawings, specifications, standards, and quality assurance practices, and be the same product offered for sale in the commercial market. The government reserves the right to require proof of such conformance.

5.2 Market Acceptability. The following market acceptability criteria are necessary to document the quality of the product to be provided under this CID.

5.2.1 The manufacturer of the item must have been producing a product meeting the requirements of this CID for at least 2 years.

5.2.2 The company must have sold at least 1000 units meeting this CID in the commercial market place over the past 2 years.

6. **PACKAGING.** Preservation, packing, and marking shall be as specified in the contract or order.

Figure 4-2. Regulatory Requirements, Product Conformance Provisions, and Packaging of a CID

## 7. NOTES.

7.1 Part or Identification Number (PIN). The following PIN procedure is for government purposes and does not constitute a requirement for the contractor.

This example describes a part numbering system for CID A-A-XXX.

AAXXX - A 2 B 2 A 2 Example of reference part number:

AAXXX - A2B2A2

Size: A - 1 av. oz.  
B - 6 av. oz.  
C - 7 av. oz.  
D - 8 av. oz.

Color: 1 - Red  
2 - Green  
3 - Blue  
4 - 17925  
5 - 21400

Style: A - Style 1 - Gothic  
B - Style 2 - Italic  
C - Style 3 - Orator

Grade: 1 - Grade A - Antistatic  
2 - Grade B - Fire retardant

Class: A - Class 1 - Light Duty  
B - Class 2 - Heavy Duty

Type: 1 - Type I - Rigid  
2 - Type II - Swivel

### 7.2 Source of Documents.

7.2.1 The Code of Federal Regulations (CFR) may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC, 20402.

Figure 4-3. (Part 1 of 2) Notes Section of a CID

7.2.2 TAPPI Standards are available from the Technical Association of the Pulp and Paper Industry, PO Box 105113, Atlanta, GA, 30348.

7.2.3 ASTM Standards are available from the American Society for Testing and Materials, 100 Barr Harbor Dr., W. Conshohocken, PA, 19428-2959.

7.3 National Stock Numbers (NSNs). The following is a list of NSNs assigned that correspond to this CID. The list may not be indicative of all possible NSNs associated with the CID.

NSN	Type	Size
7110-00-123-4567	I	3
7110-00-123-8910	II	1
7110-00-345-6789	II	2

7.4 Ordering data. The contract or order should specify the following:

- a. CID document number, revision, and CID PIN.
- b. Product conformance provisions.
- c. Packaging requirements.

7.5 Key words.

**MILITARY INTERESTS:**

NONE: DoD has no registered interest in revisions and amendments to this Commercial Item Description until further notice.

**Preparing Activity:**

GSA-FSS

Figure 4-3. (Part 2 of 2) Notes Section of a CID

DRAFT

A-A-XXX  
NOTICE 1  
PROPOSED CANCELLATION

COMMERCIAL ITEM DESCRIPTION

STAY, FENCE

Commercial Item Description A-A-XXX, dated December 1, 1984 is hereby canceled. ASTM Standard A 641, Standard Specification for Zinc-Coated (Galvanized) Carbon Steel Wire, may be used for future procurements of this commodity.

Preparing Activity:  
GSA-FSS

FSC 5660

NOTICE  
OF CANCELLATION

A-A-XXX  
NOTICE 1  
January 5, 1994

COMMERCIAL ITEM DESCRIPTION

STAY, FENCE

Commercial Item Description A-A-XXX, dated December 1, 1984 is hereby canceled. ASTM Standard A 641, Standard Specification for Zinc-Coated (Galvanized) Carbon Steel Wire, may be used for future procurements of this commodity.

Preparing Activity:  
GSA-FSS

FSC 5660

Figure 4-4. Draft cancellation notice and coordinated cancellation notice

## Chapter 5. Instructions for the Preparation of Federal Specifications and Associated Documents

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# Chapter 5. Instructions for the Preparation of Federal Specifications and Associated Documents

## Part 1. Introduction

### 1. Scope.

This chapter provides the format and instructions for the preparation of federal specifications and associated documents, with the exception of federal qualified products lists (QPLs). The format for QPLs is included in chapter 6, federal standards in chapter 7, and CIDs in chapter 4.

### 2. Federal specifications.

a. Integral federal specifications. Most federal specifications are “integral” units in the sense that they are identified by a single basic specification number and published under one cover. The term “integral” is used here only to distinguish these specifications from the “slash (/) numbered” sets of specifications described hereafter.

b. Associated specification documents. This chapter also includes instructions for preparing documents associated with federal specifications as follows: detail specifications, including specification sheets, identified and published separately within “slash numbered” or “slant numbered” sets; revisions; amendments; and notices.

### 3. Coverage of specifications.

Specifications are prepared for commodities (physical items) or services. Specifications are further classified as general or detail, depending on their coverage of requirements.

a. General specifications. General specifications contain all of the requirements that are common to different types, classes, grades, or styles of specific items or services. Repetition of common requirements is avoided in each detail item or process specification and facilitates change to such common requirements. In a “slash numbered” set, the general (/GEN) specification is associated with sequentially numbered specification sheets.

b. Detail specification. There are two kinds of detail specifications. A detail specification may contain all of the requirements needed to cover one or more types of items or services. In such cases, there are no associated general specifications. The other kind of detail specification is incomplete without reference to the general specification. The special requirements in the detail specification and the common requirements in the general specification comprise the total requirements. Detail specifications may be prepared in the six-section format described in parts 2 through 9 or in the simplified specification sheet format described in part 10 of this chapter. The specification sheet format is used when item requirements are better presented in tabular and graphic form. In most instances, a single specification sheet will cover a number of items differing only in one or two characteristics, such as length, diameter, ohmic value, etc. Only one style, type, or model of an item will be covered by a specification sheet having an associated general specification. The specification sheet is not to be intermixed with the six-section format specification under a single general specification.

4. Performance specifications.

Insofar as practical, requirements are stated in terms of performance. Requirements are detailed only to the degree necessary to assure acquisition of materials, products, or services adequate for the intended purpose. Design requirements such as dimensions, materials, composition, and formulation should be included only to the extent design control is necessary. When other than form, fit, and functional interchangeability are essential with respect to reparable items, design details may be specified to the extent necessary to ensure interchangeability of replacement parts.

5. Metrication.

The metric system, which is the International System of Units (SI), is the preferred system of weights and measures in specifications. When users need specific, approved US customary values for the metric values stated in the specification, or when a table of equivalent metric values will serve a useful purpose, a table of equivalents may be included in Section 6 or appended to the specification. It is essential that requirements incorporated by reference in a federal specification be reviewed for correct application, accuracy, and consistency with the metric values presented in the basic federal specification. All use of SI units and derived units will conform to FED-STD-376, Preferred Metric Units for General Use by the Federal Government. No other metric guidance publications may be used directly or as references in federal specifications without the written approval of GSA.

**Part 2. General Instructions**

## 6. Identification of federal specifications.

a. Federal specifications. The numbers for approved federal specifications are assigned by GSA. The number consists of an alphabetical designation consisting of one or more capital letters, followed by a hyphen, another capital letter, another hyphen, and an Arabic numeral (GGG-J-1564). The capital letter between the hyphens can be, but is not necessarily the first letter of the title. This letter will remain the same if the specification title is changed. The date (to be inserted by the preparing activity) appears under the specification number in the upper right-hand corner of the first page. (See figure 5-1.)

b. Interim federal specifications. Interim federal specifications are identified in the same manner as coordinated federal specifications, except that two zeros precede the Arabic numeral, followed in parentheses, by the code designation of the preparing activity. The preparing activity dates the interim federal specifications. (See figure 5-2 for illustration.) A preparing activity, or a using activity with the concurrence of the preparing activity, may issue an interim federal specification when changes to a document are urgently needed and full coordination is not practicable. Only one interim version of a federal specification is permissible. An interim specification may remain outstanding for no longer than two years. At the end of this period, a fully coordinated document must be approved or in coordination, or the interim specification will be canceled.

c. Detail specifications and specification sheets associated with general specifications. As an exception to the numbering system explained in subparagraphs 6.a and b above, each detail specification or specification sheet associated with a general specification, is identified by the federal or interim federal general specification (without revision indicator or activity symbol suffix), followed by a diagonal (/), also known as a virgule, solidus, or slant or slash mark, and a sequentially assigned Arabic numeral, e.g., W-F-791/1. Detail specifications or specification sheets so numbered are frequently called "slant numbered" or "slash numbered" specifications. These documents may be amended and revised. Revisions are identified by a capital letter following the number, e.g., W-F-791/1A. A revision to a detail specification or specification sheet associated with an interim general specification is identified in the same manner as a coordinated detail specification or specification sheet, except that two zeros shall precede the Arabic numeral, followed, in parentheses, by the code designation and name of the preparing activity, e.g., JJJ-V-001746/3 (Army-GL).

d. Revision indicators. A revised specification is one which is completely rewritten under the same number and title. Each successive revision is identified alphabetically by a capital letter placed after the specification number, beginning with letter "A". Revision indicators are used consecutively (A, B, C, etc., except that the letters I, O, Q, and S are not used), for successive issues in both the coordinated and interim form (see figure 5-1). Specifications revised past the "Z" revision shall use double revision letters, e.g., AA, AB, AC, etc.

e. Supersession data. A fully coordinated federal specification both revises and supersedes all prior coordinated and uncoordinated issues; i.e., revisions, interim revisions, amendments, and interim amendments of the same number and title. With the concurrence of the federal agencies concerned, a fully coordinated federal specification may supersede other government specifications. An interim revision of a federal specification does not supersede that federal specification, even though bearing the same number and title and identified by a consecutive revision indicator nor does it supersede any coordinated government specification. Hence the word "SUPERSEDING" is never used with respect to an existing coordinated specification which is converted to, or incorporated in, an interim federal specification. However, a revised interim federal specification supersedes the earlier issue of that interim federal specification. Supersession data, or words substituted therefor, follow beneath the number and date of the specification, separated from the date by a heavy line (see figures 5-1 and 5-3 for illustrations of supersession data).

f. Exceptions to supersession practice. A federal specification may be superseded by an accepted voluntary standard, a CID, a Department of Defense military specification or another departmental specification. Such supersession will be stated in the cancellation notice issued by GSA. Coordination with the agencies concerned, if any, must precede this action.

g. Alternate provision for supersession data. The supersession data is placed in Section 6 of the specification when more than three documents are superseded in whole or in part; or one document is superseded in part; or it is desirable to present special information for clarity.

### 7. Heading for specifications.

The heading for federal and interim federal specifications must include the following:

a. Measurement system identifications. Metric specifications are identified by the word "METRIC" placed in a box above the heading on the first page. Inch-pound specifications are identified in a similar manner, except the term "INCH-POUND" is used. Similarly, those specifications that specify no measurement are identified by "NOT MEASUREMENT SENSITIVE". Hybrid documents which include a mixture of metric and inch-pound units are identified by "INCH POUND". Dual dimensioned documents are identified as "METRIC" when the metric dimensions are preferred (i.e., given first, before the inch-pound equivalents). See figure 5-1 for an illustration of the measurement system indicator.

b. Specification number. See paragraph 6 above for an explanation of the makeup of the specification number.

c. Date of specification. The date is placed on the specification by the preparing activity after concurrence is received and prior to printing. Draft specifications do not have a date; instead the word "PROPOSED" is placed in the heading.

d. Supersession data. Below the date place the word "SUPERSEDING", and below that include the document numbers, up to three, of those documents which are superseded. When

## Chapter 5 - continued

three or more documents are superseded the notation "(see section 6)" is included in lieu of supersession data.

Examples:

**METRIC**

GG-C-807A

January 11, 1993

**SUPERSEDING**

GG-C-807

**INCH-POUND**

PPP-A-1234

PROPOSED

**SUPERSEDING**

(see section 6)

### 8. Federal specification series identification.

Federal specifications have one of the following identifications centered above the title:

- a. Federal Specification
- b. Interim Federal Specification

### 9. Specification title and modifiers.

a. The specification title. The title of the specification reflects accurately, but briefly, the coverage of the specification. The approved item name of the material, product, or equipment covered by the specification comprises the first part of the title of commodity specifications and specifications for packaging of commodities. Following the title will be the explanatory modifiers described in subpar. b below. Item names in titles shall conform to the Federal Item

Name Directory of the Federal Catalog System, H-6. When there is no approved item name, the preparing activity may propose, and GSA will establish, a specification title consistent with Federal Catalog System procedures. The basic noun in the title is in the singular form if the specification covers only one product, and in the plural form if the specification covers more than one product (i.e., various types, grades, classes, sizes, or capacities, etc.), except where the only form is plural or where the nature of the product unavoidably requires the plural form.

b. Modifiers. The title of the specification includes, in addition to the approved basic item name, the minimum number of modifiers necessary to identify the coverage of the specification and distinguish other specifications covering similar items. Don't use nondefinitive modifiers.

### 10. Preamble.

Except for FSG 89, the preamble is stated as follows under the conditions listed. For FSG 89 documents the "U.S. Department of Agriculture", is substituted for "General Services Administration,":

- a. When there is no related federal, military or other departmental specification:

## Chapter 5 - continued

The General Services Administration has authorized the use of this federal specification, by all federal agencies.

b. When there is an interim federal specification:

This interim federal specification was developed by (preparing activity), based upon currently available technical information. The General Services Administration has authorized the use of this interim federal specification by all federal agencies.

11. Draft federal specification.

The following note appears on the top of the first page of all draft federal specifications, amendments and revisions (see figure 5-4):

NOTE: This draft dated (date) prepared by (preparing activity) has not been approved and is subject to modification. DO NOT USE FOR ACQUISITION PURPOSES.

12. Designation of Federal Supply Class (FSC).

Place the FSC in the lower right hand corner of the first page of the specification. Specifications coordinated as "PACK" (packaging), "MECA" (metal castings) or other approved area designations are also identified in this manner.

13. Improvement block.

Place the following statement in a centered box at the bottom of the first page:

"Beneficial comments, recommendations, additions, deletions, clarifications, etc. and any data that may improve this document should be sent to :(insert preparing activity's address)."

14. Sectional arrangement of commodity general and detail specifications.

Commodity general and detail specifications contain six numbered sections, titled and numbered as shown below:

- a. Section 1. SCOPE AND CLASSIFICATION .
- b. Section 2. APPLICABLE DOCUMENTS
- c. Section 3. REQUIREMENTS
- d. Section 4. QUALITY ASSURANCE PROVISIONS
- e. Section 5. PACKAGING

f. Section 6. NOTES

Keep the subject matter within the scope of the sections so the same kind of requirements or information will always appear in the same section of every commodity specification. If there is no information pertinent to a section, place the following below the section heading:

This section is not applicable to this specification.

15. Concluding material.

The concluding material of the specification consists of the following (see figure 5-3):

- a. Civil Agency Coordinating Activities
- b. DoD interests
  - (1) Military Coordinating Activity or DoD waiver statement
  - (2) Custodians, if any
  - (3) Review Activities, if any
- c. Preparing activity (if military, add DoD project number)
- d. International interest, if required

**Part 3. Scope and Classification (Section 1) of Specifications**

16. General information and classification.

General information pertaining to the extent of applicability of a product or service covered by a given specification and, when necessary, specific detailed classification thereof, are placed in the appropriate subdivision of Section 1 of specifications. Don't include requirements properly a part of other sections of the specification, or detailed information relative to intended use that would be more appropriate in Section 6.

17. Scope.

A statement of the scope consists of a clear, concise abstract of the coverage of the specification and may include, whenever necessary, information as to the use of the item other than specific detailed applications covered under "Intended Use" (Section 6). This brief statement is sufficiently complete and comprehensive to describe generally the item covered by the specification in terms that may be easily interpreted by manufacturers, contractors, and suppliers, or others familiar with applicable terminology and trade practices.

18. Classification.

a. Designation of classification such as types, grades, classes, etc., are listed under this heading and are in accordance with accepted industry practice. The same designation is used throughout the specification. The name of the commodity covered by the specification is followed by the words "shall be of the following types, grades, classes, etc., as specified", listing only the applicable designations. When more than one type, grade, class, etc., is listed, each is briefly defined. When only one (type, grade, class, or other) is covered, a statement to this effect is included in the scope paragraph and the classification paragraph is omitted.

b. The types, grades, classes, etc., are to remain constant from revision to revision of the specification except when industry practice changes or, for other good reason, a change is required. Where the characteristics of an item change enough to affect interchangeability, delete the original designation and add a new type, grade, class, etc. Whenever it becomes necessary to change the designation without changing the characteristics of the item, a cross reference is included in Section 6 indicating the relationship between the new and old designations. Since such changes require cataloging and other record changes, such changes should be kept to a minimum.

19. Classification definitions.

For the purpose of preparing specifications, "type", "class", "grade", "composition", and "style" are defined below. The actual classification used in a particular specification is in accordance with accepted practice, as indicated in par. 18 above.

a. Type. This term implies differences in like commodities or processes as to design, model, shape, etc., and generally are designated by Roman numerals, thus, "type I", "type II", etc.

b. Class. This term provides additional categorization of differences in characteristics other than provided by type classifications. The term, "class", does not constitute a difference in quality or grade, but covers specific, equally important uses, and generally is designated by Arabic numerals, thus, "class 1", "class 2", etc.

c. Grade. This term applies to differences in quality of a commodity and generally is designated in capital letter, thus, "grade A", "grade B", etc.

d. Composition. This term is used in classifying commodities which are differentiated strictly by their respective chemical composition and generally is designated in accordance with accepted trade practice when satisfactory to the government.

e. Style. This term is used to denote differences in design or appearance.

f. Other classifications. If the above described types, grades, and classes do not serve accurately to classify the differences as indicated above, other terms such as color, form, weight, size, power supply, temperature rating, condition, unit, enclosure, rating, duty insulation, kind, and variety, etc., may be used.

g. Use of international standardization agreement symbols. In designating the classification by types, grades, classes, etc., the appropriate NATO or other international standardization agreement symbols are included in Section 1 whenever the specification requirements are consistent with such an agreement.

#### Part 4. Applicable Documents (Section 2) of Specifications

##### 20. Applicable documents.

Those documents referenced in Sections 3, 4, and 5 of the specification are listed in Section 2 of the specification. Reference documents are limited to those specified herein, except as specifically authorized by GSA. References will be confined to documents currently available at the time of issuance of the specification. Figures bound integrally with the specification are not listed in Section 2.

##### 21. Government documents.

Federal, military, and departmental specifications, standards, and other government publications may be referenced. Government documents that are mandatory upon federal agencies, e.g., regulations having the effect of law, and certain standards or codes, are referenced in specifications, where applicable. Regulations applicable by law to all products sold in the United States need not be referenced.

a. Identification of referenced government documents. Federal specifications and standards issued by GSA, military specifications, and standards issued by the Department of Defense (DoD), and certain publications issued by the other federal agencies are listed by their complete basic numbers and titles only. Revision indicators, preparing activity symbols, and dates are not shown. Specifications and standards which exist only in the "Interim federal" or "limited coordination military" series are ordinarily ineligible for reference in other documents by reason of their limited acceptance and recognition. However, if they are approved as reference documents pending final coordination and printing, list them by basic number and title only, as if they were fully coordinated standardization documents, omitting the "interim" or "limited coordination" indicator. The titles of referenced documents must be taken from the documents themselves, rather than an index, but the appropriate index must be consulted to make sure that the documents are listed therein as current documents. See subparagraph b below for the method to be used in listing "slash numbered" detail specifications and federal test methods.

b. Identification of referenced "slash numbered" detail specifications, specification sheets, and federal test methods. When the specification requirement is covered by reference to a federal or military general specification associated with detail specifications or specification sheets identified by "slash numbers," both the basic and applicable detail specification or specification sheets are listed in Section 2. Similarly, federal test method standards are listed in Section 2 so as to identify those federal test methods prescribed in Section 4 (see figure 5-5).

c. Identification of referenced federal regulations. Federal laws pertaining to the scope of federal specifications and standards are normally implemented in "regulatory specifications and standards" promulgated by other federal agencies pursuant to statutory authority. These regulations are officially promulgated in the Federal Register (FR) and incorporated in the Code of Federal Regulations (CFR). The CFR cites the issue of the FR in which the new, revised, or

amended regulation appeared, and the "Public Law", "Act" (of Congress), or the "U.S. Code" in which the authority for the regulatory issuance is found. The CFR also prescribes the method for citing the regulation as a reference. The regulatory agency will ordinarily be designated as a civil agency coordinating activity for applicable federal specifications, and will be expected to notify the preparing activity and GSA of changes to be made in the regulation. The preparing activity will cite the regulation by the approved CFR method, subject to approval of the regulatory agency, unless the regulatory agency has already provided approved language for use in Sections 3, 4, and 5 of the specification.

d. Listing Government documents. Government documents are listed in Section 2 of the specification under the following subparagraph and the applicable heading:

## 2. APPLICABLE DOCUMENTS

2.1 Government publications. The following documents, of the issues in effect on the date of invitation for bids or request for proposal, form a part of this specification to the extent specified herein:

- Federal Specifications
- Federal Standards
- Commercial Item Descriptions
- Military Specifications
- Military Standards
- Military Handbooks
- Federal Regulations

e. Citing sources for government documents. Include the following standard source paragraphs after the applicable document:

(1) Copies of FPDs.

(Activities outside the Federal Government may obtain copies of federal specifications, standards and commercial item descriptions as specified in the General Information section of the Index of Federal Specifications, Standards and Commercial Item Descriptions. The Index is for sale on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.)

(Single copies of this specification, and other federal specifications and commercial item descriptions required by activities outside the Federal Government for bidding purposes are available without charge from the General Services Administration, Federal Supply Service, Specification Section, Suite 8100, 470 L'Enfant Plaza, SW, Washington, DC, 20407.)

## Chapter 5 - continued

(Federal Government activities may obtain copies of federal standardization documents and the Index of Federal Specifications, Standards, and Commercial Item Descriptions from established distribution points in their agencies.)

(2) Copies of military specification and standards.

(Copies of military specifications and standards required by contractors in connection with specific procurement functions are obtained from the Standardization Documents Order Desk, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094.)

(3) Copies of federal regulations.

(The code of Federal Regulations (CFR) and the Federal Register (FR) are for sale on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. When indicated, reprints of certain regulations may be obtained from the federal agency responsible for issuing them)

### 22. Voluntary standards.

Voluntary standards may be referenced and included in Section 2 of the specification under "Other Publications".

a. Listing voluntary standards. Voluntary standards are listed in appropriate order (numerically or alphabetically) under the headings of the respective voluntary standard body. The documents are listed by title and identifier, if applicable. The groupings are preceded by the following introductory paragraph:

"2.2. Other publications. The following documents form a part of this specification to the extent specified herein. Unless a specific issue is identified, the issue in effect on date of invitation for bids or request for proposal shall apply."

b. Citing sources of voluntary standards. The following parenthetical source statement follows each related group of voluntary standards that may be obtained from a single source:

Private sector and civil agencies may purchase copies of these voluntary standards from (insert complete name and address of voluntary standard body).

DoD activities may obtain copies of those adopted voluntary standards listed in the DoD Index of Specifications and Standards free of charge from the Standardization Document Order Desk, Building 4D, 700 Robbins Avenue, Philadelphia, PA, 19111-5094.

**Part 5. Requirements (Section 3) of Specifications**

## 23. General.

Section 3 of the specification states the necessary requirements (functional or performance, design, materials, workmanship, etc.) for obtaining the product described. The requirements represent the actual needs of the government to satisfy the intended application. Describe requirements in a manner that encourages competition, and avoids restrictive features that would limit acceptance to one or a relatively few suppliers. Give functional or performance requirements preference over design details, provided approved standard performance test methods are available and design control is not essential. Word requirements so as to provide a definite basis for rejection when testing and inspection reveal the product to be unsuitable for the purpose intended. Care should be exercised to avoid unrealistic or ambiguous requirements and those that conflict with referenced documents.

a. General specifications. In a general specification, Section 3 contains all the requirements which are common to the various items. When a detail specification (including specification sheets) is prepared, the applicable general specification includes the following paragraph in Section 3:

3.1 Specification sheets. The individual item requirements shall be as specified herein and in accordance with the applicable specification sheets.

(Use "Detail specifications" in place of "Specification sheets" when applicable.)

b. Detail specifications. In a detail specification containing the six numbered sections, Section 3 contains the requirements only for the particular type covered by that specification. However, when the specification covers more than one type, class, grade, etc., it first specifies the general requirements for all types, classes, grades, etc.. The differentiating requirements are then specified for the individual types, classes, grades, etc., in the proper sequence. In general, each requirement is covered in a separate paragraph; and where one requirement differs for the various types, classes, grades, etc., a separate paragraph immediately following the general requirements is devoted to each type, class, grade, etc.. The various detailed requirements are contained in appropriate subparagraphs. When it is necessary to include additional data, e.g., alternative design features or methods of construction, descriptive and appropriate headings are used and assigned in logical order.

## 24. Quality assurance requirements.

Quality assurance provisions are one of many requirements contained in Section 3.

a. Organization of requirements. Inspection test provisions are placed in Section 4 and are in the same sequence as the corresponding requirements paragraphs in Section 3, when possible. This sequence may be in the order the testing is required.

b. Qualification. Where qualification of the product is justified (see ch. 6), the requirements other than inspection, are specified in Section 3. The following statement appears in each specification requiring qualification testing:

3.3 Qualification. The (commodity) furnished under this specification shall be a product qualified for listing on the applicable qualified products list.

Re-examination and retest of the qualified product are usually performed in accordance with provisions in Chapter 6. However, specific requirements for periodic qualification and reevaluation will also be included, as necessary.

c. Standard sample. The standard sample is one considered essential to supplement or illustrate certain requirements of the specification. Don't use a standard sample as a substitute for those requirements that can and must be stated in precise qualitative terms, e.g., dimensional tolerances and performance data, to provide guidance in manufacture, and to determine acceptability under prescribed inspection procedures. Specification requirements and drawings, if required, are prepared in support of any standard sample approved for use in connection with a federal specification. The use of the standard sample is limited to the illustration of qualities and characteristics that cannot be readily described because detailed test procedures or design data are not available, or because certain qualities and characteristics cannot be definitively expressed, such as the texture of fur, the color of cloth, or the grain of wood. Further, the specification should state the specific characteristics and the degree to which these characteristics are to be observed in the standard sample. When a standard sample is to be furnished, it is so stated in Section 3. Standard samples are either on view, or means of obtaining standard samples are specified in Section 6.

d. First article inspection. Where it is essential that a first article (i.e., preproduction models, initial production samples, test samples, first lots, pilot lots, and pilot models) be tested for approval prior to regular production on a contract or order, specify the requirements in this section.

## 25. Materials.

Requirements for materials to be used in the item or service covered by the specification are stated under this heading, except where it is more practicable to include the information in other paragraphs. Place requirements of a general nature first, followed by specific requirements for the materials. Reference definitive documents for the materials when such documents cover materials of the minimum required quality.

a. Recovered materials. The following example is the standard paragraph that is used for recovered materials:

“The offeror/contractor is encouraged to use recovered materials to the maximum extent practicable, in accordance with paragraph 23.403 of the Federal Acquisition Regulation (FAR).”

b. Precautionary notes, warnings, and use instructions. When toxic, flammable, or explosive materials, or equipment dangerous to personnel or property, and similar hazards are anticipated, appropriate notes are made in the form of precautions, warning notices, and special instructions. The labeling prescribed appears in Section 3, with a reference in Section 5 back to Section 3.

c. Fire, safety, and casualty hazards. Whenever applicable, the specification includes a requirement that the product furnished under contract comply with the standards of nationally recognized technical societies, associations, or laboratories, such as Underwriters' Laboratories, Inc. (UL) or the National Fire Protection Association (NFPA) with regard to fire and casualty hazards. This requirement may include electrical shock protection, explosion protection, and safety and health considerations. Compliance is indicated by the permanent attachment of an appropriate label, seal, or stamp to the product, or by a certificate furnished therewith. The label, stamp, or certificate is that of the UL, NFPA, or any other testing laboratory accredited by or acceptable to the U.S. Government. Such evidence of compliance does not preclude further testing by the government to determine whether or not the product meets this basic requirement or any other specification requirement.

## 26. Design and Construction.

The following requirements specify the design and construction of an item.

a. Design. The major functional characteristics are specified. Detailed design characteristics should be covered in individual paragraphs.

b. Construction. The specific points of construction are included. Construction requirements should be related to the physical limitations imposed, and to the stresses that the equipment is expected to withstand.

c. Maintainability. Design requirements affecting maintainability of equipment are specified, and are in accordance with the overall maintainability plan for the system of which it is a part. Ready accessibility for overhaul and maintenance, modular construction, test points, and similar design requirements leading to ease of maintenance of equipment may be specified.

d. Transportability. Any special requirements for transportability may be specified.

e. Performance characteristics. General and detail performance characteristics are included under this or other appropriate headings, specifying what is expected of the product or process.

f. Details of components. The requirement for the individual component parts of a complete unit are specified under appropriate headings. In general, each component is covered separately.

g. Chemical and physical properties. Chemical and physical properties such as composition, concentration, degrees of acidity or alkalinity, hardness, tensile strength, elongation, specific gravity, etc., are specified under appropriate paragraph headings.

## Chapter 5 - continued

h. Radio-interference suppression. Provision is made under this heading for appropriate means of interference suppression in accordance with existing specifications and standards, making appropriate reference thereto.

i. Dimensions. Dimensions and tolerances are specified as required. If a figure is included showing dimensions and tolerances, the text refers to the figure. Where applicable, diameter or thickness is specified in decimals, which may be accompanied by a gage number and name in parentheses. For clothing items requiring girth sizes, size designations are numerical, and may also carry the equivalent adjective rating.

j. Weight. Requirements for weight of the items may be specified. The weight should include all items that make up the complete unit. The weight for each item is specified only if justifiable. The weight may be specified for each type, grade, or class.

k. Color. Requirements for color of the item are specified. Existing standards for color are cited for reference when the color shade is essential to the end user, i.e., all items must have the same identical color shade.

l. Finish. Finish includes such properties as surface roughness, freedom from burrs, corrosion, metallic and nonmetallic coatings, and exterior surface of textile products. Color and finish may be combined, where feasible.

### 27. Identification and marking.

Item and part identification is important from the standpoint of stock, replacements, and repair parts. Requirements for identification plate or part number marking must reference the applicable specifications, standards, or drawings covering markings. Where the item marking is to go on the initial container or package, Section 3 specifies so, with a reference in Section 5 back to Section 3.

### 28. Miscellaneous.

The following requirements do not fit into any of the other requirement groups.

a. Government-loaned property. All property furnished by the government on loan is listed and identified under this heading.

b. Government-furnished property. All property to be furnished by the government as part of the specification is listed and identified by part number or stock number. The quantity of each item required for one complete unit is listed.

c. Selection of alternative materials, constructions, etc. When alternative materials, construction, appearance, or other characteristics are stated in specifications, without specific provision as to selectivity to be exercised in procurement, the alternatives are considered

interchangeable. In such cases, clearly state in the specification that the selection of a specific alternative is at the option of the supplier.

d. Workmanship. Where applicable, reference to workmanship is stated in the last paragraph of Section 3, and includes the necessary requirements relative to the standard of workmanship desired, uniformity, imperfections, and general appearance of the finished product. This paragraph is intended to indicate as definitely as practicable the standard of quality of workmanship that the product must meet to be acceptable. Word the requirements so as to provide a logical basis for rejection in when the workmanship is such that the item is unsuitable for the purpose intended. Generally, no definite tests other than visual examination of workmanship will satisfy these requirements.

**Part 6. Quality Assurance Provisions (Section 4) of Specifications**

29. General.

Section 4 of the specification includes all the examinations and tests (by reference when applicable) to be performed, to determine whether the item or service to be offered for acceptance conforms to the requirements in Sections 3 and 5 of the specification.

30. Arrangement.

a. Sequence of inspection provisions. The provisions in Section 4 are arranged in an orderly sequence to distinguish clearly between quality conformance inspection requirements and qualification inspection.

(1) In those specifications containing only quality conformance inspection, the sequence of provisions are arranged as indicated below:

- 4.1 Responsibility for inspection
- 4.2 Quality conformance inspection
- 4.3 Test methods

(2) In specifications containing an additional requirement such as qualification inspection, the inspection provisions are arranged to clearly distinguish from the quality conformance inspection requirements, as indicated below:

- 4.1 Responsibility for inspection
- 4.2 Classification of examinations and tests
- 4.3 Qualification inspection
- 4.4 Quality conformance inspection
- 4.5 Test methods

b. Classification of examinations and tests. When it will lead to a better understanding of their functions, the examinations and tests are classified in tabular form with appropriate references to the requirements and test methods.

31. Responsibility for inspection.

The government concept of quality assurance is predicated on the fact that responsibility rests upon the contractors for controlling product quality and for offering to the government for acceptance only those items or lots of items that conform to all contractual requirements. Accordingly, the contractor's responsibility for inspection is clearly stated by including the following statement as the first paragraph in Section 4, except as provided in paragraph 32 below:

“4.1 Responsibility for inspection. Unless otherwise specified in the contract, the contractor is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract, the contractor may use his own or any other facilities suitable for the performance of the inspection requirements specified herein, unless disapproved by the government. The government reserves the right to perform any of the inspections set forth in the specification where such inspections are deemed necessary to assure that supplies and services conform to prescribed requirements.”

32. Alternate statements of responsibility for inspection.

When required by a specific agreement between GSA and one or more other federal agencies, paragraph 4.1 (see par. 31 above) and succeeding paragraphs may be modified to reflect the primary government responsibility emphasized in such an agreement. Don't make any change which might appear to relieve the supplier of his responsibility for compliance with the requirements of the specification.

33. First article inspection.

When Section 3 requires a first article inspection, Section 4 includes under an appropriate identification, a description of the testing routine, sequence of tests, number of units to be tested, data required, and the criteria for determining conformance to specified requirements. First article inspection is important because reveals the contractors ability to do, or not do the job.

34. Toxicological data and formulations.

When Section 3 specifies a requirement for review of product toxicological and formulation data, the following statement is included in Section 4:

The contractor shall furnish the toxicological data and formulations required to evaluate the safety of the material for the proposed use.

35. Qualification inspections.

When Section 3 of the specification contains a requirement that the product be tested for inclusion in a federal QPL, the examinations and tests are described in Section 4 under appropriate headings. These inspections must include the initial qualification, and the test methods prescribed for re-examination and retesting.

36. Quality conformance inspections.

This section lists all examinations and tests required to verify that all requirements of Section 3 and 5 have been achieved. These examinations and tests may include a measurement or comparison of specified characteristics, and tests of the performance and reliability requirements.

## Chapter 5 - continued

a. Quality conformance inspection sampling. When it is desirable to specify the sampling procedure to be used by suppliers for the performance of quality conformance inspection, the sampling procedure should:

(1) Impose no inspection procedure on suppliers that is less efficient and effective than would normally be used by the industry.

(2) Clearly identify the sampling plan to be used at intermediate points in the manufacturing process when inspections are to be performed at such intermediate points as well as on the end item.

(3) If a standard sampling plan is selected, clearly identify the sampling plan in accordance with the requirements of the sampling table; e.g., ANSI/ASQC Z1.4, or other applicable document.

(4) Be capable of assuring lot quality under various conditions of manufacturing or purchasing; e.g., mass or job lot production, and large or small lot purchasing.

b. Classification of defects. When it is determined that a classification of defects is essential to the sampling and examination procedure, include it in Section 4. Where quality conformance inspections are to be performed at one or more intermediate points in the manufacturing process as well as on the end item, prepare the classification of defects for each such point.

### 37. Test methods.

Descriptions of the tests and methods of analysis for qualification, quality conformance, maintainability, etc., are covered in Section 4 to the extent necessary to assure conformance to the requirements in Sections 3 and 5, and to assure that the tests are properly conducted. These test methods are either included under the general heading "Test methods" with reference to these methods in other portions of the specifications, or, where appropriate for proper classification of the examinations and tests, under the inspection heading to which the tests apply. The descriptions include locations and number of tests, testing equipment and materials, testing routine, number of samples to be tested, and criteria for determining conformance to these requirements. Test methods appearing in standards and other approved FPDs are included only by reference.

## Part 7. Packaging (Section 5) of Specifications

### 38. General.

Packaging requirements are included in Section 5 of the specification.

### 39. Preservation and packing.

Specific requirements for materials and procedures to be used in preservation and packing may be established by reference to ASTM D 3951, Standard Practice for Commercial Packaging; or to levels of protection conforming to level A, level B or level C as defined in MIL-STD-2073-1, Standard Practice for Military Packaging. If requirements are not satisfied by reference to these standards, or to other specifications or standards, detailed requirements may be covered in Section 5 under one of the following categories.

a. Preservation. The requirements for preservation include cleaning, drying, preservative coating, and unit pack such as wrapping, cushioning, environmental barrier, bagging and boxing.

b. Packing. The requirements for packing cover the exterior shipping containers, the assembly of items or packages therein, necessary blocking, bracing, cushioning, and weatherproofing. Container selection for packing provides for use of containers of minimum weight and cube consistent with anticipated storage and shipment hazards.

### 40. Inspection and tests.

Inspection and tests of the preservation, packaging, and packing of the product are specified in Section 4 of the specification.

### 41. Marking.

Marking requirements are established by reference to FED-STD-123, Marking for Domestic Shipment, in Sections 2 and 5. However, MIL-STD-129, Marking for Shipment or Storage, is designated on a when specified basis as the marking standard for shipments involving DoD activities. All precautionary markings required for safety purposes are specified either in detail or by reference to recognized documents.

### 42. Commodity (or product) specifications covered by packaging specifications.

Some items and commodities are covered by packaging standardization documents. To prevent conflicting and redundant requirements, the commodity specification must only reference the packaging standardization document specifically covering the items concerned. The following is used for section 5 when a commodity specification is covered by a packaging standardization document.

## Chapter 5 - continued

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5.1 Packaging requirements. The requirements for packaging shall be in accordance with (designation of packaging standardization document), unless detailed requirements are specified in the contract.

**Part 8. Notes and Concluding Material (Section 6) of Specifications**

## 43. General.

Section 6 of the specification contains only information of a general or explanatory nature. Requirements binding on the supplier are not placed here. It contains information helpful in determining the applicability of the specification; the selection of appropriate type, grade, or class of the commodity; additional supersession data; changes in a product designation (grades, classes, etc.); and other information. This section and concluding material should include the following, as applicable, in the order listed:

- a. Parenthetical note.
- b. Intended use.
- c. Acquisition requirements.
- d. Inspection for first article.
- e. Standard sample.
- f. Qualification.
- g. Supersession data.
- h. Definitions.
- i. Cross-reference of classifications.
- j. Part or Identification Number (PIN).
- k. Subject term (key word) listing.
- l. International interest.
- m. Identification of changes.

## 44. Parenthetical note.

The following parenthetical note appears immediately below "6. NOTES":

"INFORMATION FOR GUIDANCE ONLY. (This section contains information of a general or explanatory nature that is helpful, but is not mandatory.)"

## 45. Intended use.

Information relative to the use of the item covered by the specification should be included under this heading. The differences among types, grades, and classes in the specification are explained herein. If there are any particular applications for which the material is not well adapted, this information also may be included.

## 46. Acquisition requirements.

Types of information to be incorporated in invitations for bids, contracts, or other purchasing documents are stated in this paragraph. Options are listed in the sequence in which they appear in Sections 3, 4 and 5.

## Chapter 5 - continued

### 47. Inspection for first article.

If Section 3 of the specification specifies a first article inspection, the contracting officer includes instructions in the acquisition document regarding the arrangements for examinations, approval of test results, etc., for the first articles.

### 48. Standard sample.

If Section 3 of the specification specifies a standard sample, information for obtaining and examining the standard sample (source and address) are stated under this paragraph.

### 49. Qualification.

When qualification of a product is a requirement of the specification, information concerning such qualification is stated in this section as follows:

“With respect to products requiring qualification, awards will be made only for products which are, at the time of award of contract, qualified for inclusion in the applicable qualified products list whether or not such products have actually been so listed by that date. The attention of the supplier is called to this requirement, and manufacturers are urged to arrange to have the products they propose to offer to the Federal Government tested for qualification in order that they may be eligible to be awarded contracts or orders for the products covered by this specification. The activity responsible for the qualified products list is (insert name and address of preparing activity), and information pertaining to qualification of products may be obtained from that activity.

Note: Where an agent has been delegated to administer the qualified products for the preparing activity, the following is substituted for “...and information pertaining to qualification of products may be obtained from that activity.”:

“...However, information pertaining to qualification of products may be obtained from (insert name and address of agent).”

### 50. Cross-reference of classifications.

A cross-reference of old to new classifications (types, grades, classes, part identification numbers (PIN's) etc.) made by specification revision, showing substitutability relationships, is included.

### 51. Part Identification Number (PIN).

When a specification requires a PIN, Section 6 includes a paragraph entitled “Part Identification Number” that will either describe how the PIN is constructed or refer to the appropriate associated document or appendix.

### 52. Subject term (key word) listing.

Include a listing of subject terms or key words that will identify the document during retrieval searches. Subject terms may be descriptions, key words, posting terms, identifiers, open-ended terms, subject headings, acronyms, code words, or any words or phrases that identify the subjects covered in the report, and that conform to standard terminology and are exact enough to be used as subject index entries. List the terms alphabetically in a single column with the main noun or word first, followed by sequential modifiers separated by commas. Don't list more than 25 subject terms.

53. International Standardization Agreements.

When specifications reference international standardization agreements as part of their requirements, the following statement is added:

When amendment, revision, or cancellation of this specification is proposed which will modify the international agreement concerned, the preparing activity will take appropriate action through international standardization channels, including departmental standardization offices, to change the agreement or make other appropriate accommodations. Identified below are the specific paragraph numbers and the international standardization agreements applicable to this specification;...

54. Identification of changes from previous issue.

Revisions of specifications include asterisks or vertical lines at the margins of the pages to indicate where changes have been made with respect to the prior issue. The following note is included in Section 6 of the specification:

Changes from previous issue. The margins of this specification are marked with asterisks (or vertical lines) to indicate where changes (additions, modifications, corrections, deletions) from the previous issue were made. This was done as a convenience only, and the Government assumes no liability whatsoever for any inaccuracies in these notations. Bidders and contractors are cautioned to evaluate the requirements of this document based on the entire content irrespective of the marginal notations and relationship to the last previous issue.

When the changes to the specification are extensive and too numerous to annotate, the following note is included in Section 6:

Changes from previous issue. Asterisks (or vertical lines) are not used in this revision to identify changes with respect to the previous issue due to the extensive changes.

55. Concluding material.

The concluding material following Section 6 includes the listing of standardization functions with the activities responsible for them.

a. Identification of civil and military standardization activities. By mutual agreement, DoD assigns a two-digit symbol or code to each military standardization activity, and GSA assigns a three-digit alpha symbol or code to each civil agency standardization activity. The activity is consistently identified by this symbol for purposes of the federal and Defense Standardization Programs. In some instances, by agreement, an activity within a civil agency is assigned a military standardization activity code to facilitate coordination on military specifications and standards as well as federal specifications and standards. For example, the U.S. Coast Guard (DOT) is designated a military standardization activity, symbol "CG". Standardization activity symbols are by intent and purpose different from the activity identification codes used in the Federal Catalog System.

(1). *Source and use of standardization activity symbols.* The DoD Standardization Directory SD-1 lists the symbols assigned to military and civil agency standardization activities, and the number of copies of circulation drafts and letters each requires for coordination of applicable documents. The DoD Index of Specifications and Standards (DoDISS) with the related FSC listing uses these symbols to show military standardization activities' responsibilities. The Index of Federal Specifications, Standards, and Commercial Item Descriptions shows the preparing activity (civil or military) for each federal specification, federal standard, and CID. Authorized changes are made to the index as required, but the initial index record is obtained from the FPD, as prepared, revised, or amended. It is therefore essential that the standardization activity symbols be properly classified and arranged in the "concluding material" of each federal specification, federal standard, and CID.

(2). *Listing activity symbols on FP's.* Standardization activity symbols are listed in FPDs to reflect functions described in this Handbook and the Defense Standardization Manual 4120.3-M. Figures 5-3 and 5-5 illustrate essential information and acceptable format.

b. DoD project number. The DoD project number is shown below the DoD concluding material for FPDs prepared by DoD (see fig. 5-5). DoD project numbers are constructed and obtained in accordance with DoD 4120.3-M.

**Part 9. Appendix and Index For Specifications**

## 56. General

When required, an appendix and an index, as set forth in this section is included as an integral part of a specification. Don't use a table of contents and cover.

## 57. Appendix.

a. Definition. The appendix, identified by the designation, APPENDIX, as a heading, is a section of provisions added at the end of the specification and bound integrally with it. An appendix is used only to specify the details of usage or related processes involving the materials or products which are subject to the basic specification, and submittal plans for products requiring qualification. When such additional provisions are applicable to more than one specification, these provisions are included in a separate specification or standard.

b. Submittal plans. Submittal plans may be included in the appendix of the applicable specification, to stipulate the number and types of items to be submitted for qualification approval. For example:

(1) Samples in varying numbers must be submitted for compliance with grouped test requirements, and

(2) Testing is performed in various phases such as life test, nondestructive tests, humidity tests, etc.

These criteria are particularly applicable to items that are available in such a variety of sizes and capacities for each style of item as to require selective sampling from the range of sizes and capacities in order to furnish a statistically significant sample. This will assure an adequate selection without resorting to exhaustive testing of all available items, and thus offer a reasonable basis for approval of the entire range of items.

c. Numbering. The sections in the appendix shall be designated by a letter corresponding to the appendix letter, followed by a period and an Arabic number. For example, the first section in Appendix A would be "A.1" and the second section in Appendix B would be "B.2." Paragraphs and subparagraphs shall be numbered consecutively within each section of the appendix. Pages are numbered consecutively following the last page of the specification. When it is essential to include more than one appendix, identification is alphabetical (A, B, C, etc.).

d. Scope. An appendix has a statement of scope to indicate the limitations of the appendix and to ensure its proper application and use.

e. Headings. Headings are employed as necessary, but need not duplicate the structure of the specification of which the appendix is a part.

## Chapter 5 - continued

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f. References. References which may be required and which relate only to the appendix itself are listed under the heading "Applicable Documents" in the appendix, and are not referenced in Section 2 of the basic specification.

### 58. Index.

An alphabetical index may be placed at the end of a specification to permit ready reference to contents. Its use is limited to lengthy specifications.

## Part 10. Specification Sheets

### 59. Purpose, coverage, and limitations.

A specification sheet is a specification covering the unique technical requirements, tests and packaging requirements for a single style, type, class, grade, or model of an item (or series of items which vary only with respect to value, size, tolerance, materials, finish, failure rate, etc.) which is best established in graphic and tabular form. (See figure 5-6.)

a. Coverage. Specification sheets describe the characteristics and performance requirements usually needed by designers and engineers for application of the items in assemblies, and for their procurement. Each specification sheet may cover a single item or a series of similar items which differ only in such respects as size, material, electrical, or mechanical values.

b. Limitations. Specification sheets are not prepared unless it is known that a family of items differing in style, type, class, grade, model, or similar variables needs individual coverage. Any single specification sheet, together with its associated general specification, forms a complete procurement specification for the items(s) covered. Thus, specification sheets supplement the referenced general specification. Requirements in the general specification are not duplicated in specification sheets.

### 60. Requirement for the general specification.

A general specification is prepared to cover all those requirements and tests which are common to all items covered, or to be covered, by the specification sheets.

### 61. Heading for a specification sheet.

The heading for a specification sheet contains the following:

a. Specification sheet number. The specification sheet is identified by the same number as the associated applicable general specification (without revision indicator or activity symbol suffix), followed by a diagonal (/) and a sequentially assigned Arabic numeral for the sheet. The sheet number is assigned by the preparing activity for the general specification.

Example: QQ-A-200/1C designates Specification Sheet 1, revised, associated with general federal specification, identified QQ-A-200D/GEN.

b. Date and supersession data. The date of approval is placed directly beneath the specification number. Supersession data is placed beneath the approval date, as applicable.

c. Revision indicators. Revised specification sheets are identified by capital letters in alphabetical sequence following the specification sheet number.

## Chapter 5 - continued

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### 62. Title

Specification sheet titles are the same as that of the general specification, with an identification of the style, type, class, grade, or model covered, as appropriate. Each specification sheet has FEDERAL SPECIFICATION SHEET above the specification title.

### 63. Preamble.

Each specification sheet has the same preamble as the associated general specification.

### 64. Acquisition note.

The following note is included below the preamble:

“The complete requirements for procuring (item name) described herein shall consist of this document and the latest issue in effect of (general specification number).”

### 65. Federal Supply Classification (FSC).

The FSC appears in the lower right-hand corner of the title page.

### 66. Page numbering.

Each page, following the title page (page 1), contains the specification sheet number and the page number.

### 67. Content.

The specification sheet contains the description; interchangeability and substitutability data; design features and characteristics; and performance data. Presentation is in the form of graphs, tables, and text. An illustration or simple drawing of the item is included, if applicable. The illustration or drawing of the part is normally placed on the first page.

### 68. Amendments.

Multi-page specification sheets exceeding four pages (two sheets) may be amended provided the amendment does not exceed one page.

### 69. Revisions.

If a multiple-page specification sheet consisting of four pages or less requires revision, the entire specification sheet is reissued.

**Part 11. Amendments**

## 70. General.

Amendments to specifications are separately issued documents associated with the applicable specification. Amendments make minor changes to the specification, such as correction of errors, additions or deletions of words to improve clarity, or changes in requirements. Lengthy changes (usually about 25 percent or 5 pages of the original document) are made through revision (see figures 5-7 and 5-8).

## 71. Heading.

The format of the headings of amendments is the same as the format for federal specifications. The specification number is the same as the specification with which the amendment is associated. The word "AMENDMENT" is followed by the serial number and date of approval. Amendments are numbered consecutively, using Arabic numbers. Amendment numbers, including those for interim amendments, are assigned by the preparing activity for the specification. A line is placed between the approval date and the supersession data shown. An example follows:

GGG-W-123A  
AMENDMENT 2  
April 1, 1991  
SUPERSEDING  
AMENDMENT 1  
August 30, 1987

## 72. Title.

The title is the same as the specification with which the amendment is associated.

## 73. Preamble.

All amendments to federal specifications have a preamble, as follows:

The General Services Administration has authorized the use of this amendment, which forms a part of \_\_\_\_\_, dated \_\_\_\_\_, by all federal agencies.

## 74. Arrangement of text.

Each individual correction is presented separately, and the particular page, paragraph, table, figure in which it occurs is identified.

## 75. Verb forms.

## Chapter 5 - continued

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The imperative form of the verb is used in the amendment for indicating the changes to be made in the specification. For example:

Delete "2.50" and substitute "2.00."

### 76. Deletion of paragraphs.

When paragraphs of the specification are deleted by the amendment, the remaining paragraphs in the section are not renumbered.

### 77. Insertion of paragraphs.

When new requirements are added to the specification, they are added in such a way that renumbering of paragraphs is not necessary.

### 78. Successive (cumulative) amendments.

Amendments are cumulative and each amendment is written to supersede the previous one.

### 79. Page numbering.

Single page amendments and the first page of multi-page amendments are not numbered. Succeeding pages of multi-page amendments are numbered the same as for specifications.

**Part 12. Notices****80. General.**

Notices are issued to cancel, reinstate, and validate specifications, and adopt voluntary standards. Notices are not used to transmit revisions or amendments.

**81. Cancellation notice.**

A cancellation notice is prepared when a specification or specification sheet is no longer required. The preparing activity issues a cancellation notice following coordination and approval of the custodians, review, and user activities. The notice specifies the superseding document, if any. DoD activities obtain GSA's approval prior to initiating action to cancel a federal specification or standard. If applicable, the cancellation notice provides cross-reference substitutability information regarding types, classes, grades, or part identification numbers (see figure 5-9).

**82. Reinstatement notice.**

The preparing activity, or with its permission, another activity may reinstate a canceled specification by a notice of reinstatement. The notice of reinstatement has a sequentially assigned Arabic number, and supersedes the previous notice of cancellation. If the specification is coordinated, only the custodians and interested activities that have approved the reinstatement are shown on the reinstatement notice. If the coordinated document is reinstated for use by a single activity, the activity symbol is shown after the specification number, and this information also is reflected in the text. A copy of the reinstated specification accompanies the reinstatement notice when submitted for indexing, printing and distribution (see figure 5-10).

**83. Validation notice.**

A dated validation notice is prepared to indicate that a document is technically valid without change, and is issued without formal coordination. A validation notice is prepared at the time of the five-year overage review if the document is determined to be valid. The notice includes a definite statement that the document as approved is still valid for acquisition without change (see figure 5-11).

**84. Adoption notice.**

An adoption notice is prepared when a preparing activity wants to formally adopt a voluntary standard. A copy of the voluntary standard accompanies the adoption notice when submitted for indexing, printing and distribution. The date of the voluntary standard is not included in the notice (see figure 5-11).

**85. Administrative change notice.**

## Chapter 5 - continued

Notices are issued when required to correct or change the: title of the specification, specification number, supersession data, date, FSC, preamble, or any other requirement not affecting the technical content of the specification. Administrative change notices are not formally coordinated (see figure 5-12).

### 86. Format.

a. Heading. The document identifier of a notice is typed in the upper right corner of the first page. The following elements are included in alignment with the first letters:

(1) The document identifier of the specification being canceled, reinstated or validated. Adoption notices include the number of the voluntary standard being adopted.

(2) The word "NOTICE" followed by a sequentially assigned Arabic number is placed below the specification number on cancellations, reinstatements, and validations.

(3) The date of approval. For a cancellation notice prior to approval substitute "PROPOSED CANCELLATION".

b. Type of notice. In the upper left hand corner specify the type of notice (i.e., NOTICE OF CANCELLATION, NOTICE OF REINSTATEMENT, etc.).

c. Title. A notice carries the same heading and title as the specification.

d. Preamble. A preamble is not required.

e. FSC, Federal Supply Group (FSG), or area designation. The FSC, FSG, or area designation is the same as the basic specification and is shown in the lower right hand corner of the first page.

f. Concluding material. The concluding material for all notices is the same as the basic specification except that custodians, review and user activities, and civil agency coordinating activities are not listed for cancellation notices.

FEDERAL SPECIFICATION

ENAMEL (ACRYLIC-EMULSION, EXTERIOR GLOSS AND SEMIGLOSS)

The General Services Administration has authorized the use of this federal specification by all federal agencies.

1. SCOPE AND CLASSIFICATION

1.1 Scope.

1.2 Classification.

2. APPLICABLE DOCUMENTS

Beneficial comments, recommendations, additions, deletions, clarifications, etc. and any data which may improve this document should be sent to: General Services Administration, Engineering Division (9FTE-10), GSA Center, Auburn, Washington, 98002.

FSC 8010

Figure 5-1. First page of a federal specification; measurement sensitive indicator; preamble; beneficial comments

**METRIC**

MMM-A-00XXXX (GSA-FSS)  
February 10, 1999

**INTERIM FEDERAL SPECIFICATION**

**ADHESIVE, EPOXY, FLEXIBLE, FILLED (FOR BINDING,  
SEALING, AND GROUTING)**

This interim federal specification was developed by the General Services Administration, Federal Supply Service, based upon currently available technical information. The General Services Administration has authorized the use of this interim federal specification by all federal agencies.

**NOTE:** This interim federal specification is the first issuance under the basic specification number MMM-A-XXXX. The next issue will be MMM-A-XXXXA or MMM-A-00XXXXA. The coordinated revision is preferred; interim issuances are held to the minimum.

UU-P-00XXXC  
March 1, 1993  
INTERIM REVISION OF  
UU-P-XXXB  
March 30, 1989

**INTERIM FEDERAL SPECIFICATION**

**PAPER, MIMEOGRAPH**

This interim federal specification was developed by the General Services Administration Federal Supply Service, based upon currently available technical information. The General Services Administration has authorized the use of this interim federal specification by all federal agencies.

**NOTE:** This interim federal specification is the third revision under the basic specification UU-P-416.

Figure 5-2. Headings for interim federal specifications; interim revisions; revision indicators; and supersession data

**METRIC**  
SS-P-XXXXA  
June 8, 1985  
SUPERSEDING  
(see Section 6)

## FEDERAL SPECIFICATION

### PIPE, BITUMINIZED FIBER (AND FITTINGS)

The General Services Administration has authorized the use of this federal specification by all federal agencies.

#### 1. SCOPE AND CLASSIFICATION

##### 1.1 Scope.

##### 1.2 Classification.

##### 1.2.1. Type, class, style, and size.

##### 1.2.2. Couplings and pipe fittings.

#### 2. APPLICABLE DOCUMENTS

2.1 Government publications. The issues of the following documents, in effect on the date of invitation for bids or request for proposal, form a part of this specification to the extent specified herein.

2.2 Other publications. The following documents form a part of this specification to the extent specified herein. Unless a specific issue is identified, the issue in effect on the date of invitation for bids or request for proposal shall apply.

American Society for Testing and Materials (ASTM) Standards:

D1861 - Specification for Homogeneous Bituminized Fiber and Sewer Pipe

(Application for copies should be addressed to the American Society for Testing and Materials, 100 Barr Harbor Dr., W. Conshohocken, PA 19428-2959).

Beneficial comments, recommendations, additions, deletions, clarifications, etc., and any other data which may improve this document should be sent to: General Services Administration, Engineering Group (7FXEE), 819 Taylor Street, Fort Worth, TX 76102.

FSC 5630

Figure 5-3. (Part 1 of 3) Multiple supersession "(see Section 6)", section headings, paragraph numbering, Applicable Documents and "other publications" referenced; concluding material

## 3. REQUIREMENTS

## 4. QUALITY ASSURANCE PROVISIONS

## 5. PACKAGING

## 6. NOTES

INFORMATION FOR GUIDANCE ONLY. This section contains information of a general or explanatory nature that is helpful, but is not mandatory.

## 6.1. Intended use

6.2. Supersession data. This specification supersedes SS-P-001540 (GSA-FSS), dated February 12, 1969; SS-P-345A dated July 11, 1963; SS-P-356 dated April 6, 1955; and SS-P-358 dated February 24, 1960.

6.3. Cross-reference data. Cross-reference of classification changes between this specification and the preceding issue. . . .

## MILITARY INTERESTS:

Military Coordinating Activity

Navy - YD

Custodians

Army - ME

Air Force - 99

Review Activity

Army - ME

User Activity

Army - CE

## CIVIL AGENCY

## COORDINATING ACTIVITIES:

Commerce - NBS

USDA - AFS

GSA - FSS

## Preparing Activity:

GSA-FSS

Figure 5-3. (Part 2 of 3) Multiple supersession "(see Section 6)", section headings, paragraph numbering, Applicable Documents and "other publications" referenced; concluding material

NOTE: When DoD waives coordination or expresses "no official interest" in a federal specification, that DoD decision is reflected in the concluding material.

MILITARY INTEREST:

Military Coordinating Activity

NONE: DoD has waived coordination on revisions and amendments to this federal specification until further notice.

MILITARY INTEREST:

NONE: DoD has determined that no military activity has an official interest in this federal specification.

Figure 5-3. (Part 3 of 3) Multiple supersession "(see Section 6)", section headings, paragraph numbering, Applicable Documents and "other publications" referenced; concluding material

NOTE: This draft dated August 7, 1993, prepared by GSA-FSS has not been approved and is subject to modification. DO NOT USE FOR ACQUISITION PURPOSES.

**METRIC**  
UU-T-122F  
PROPOSED  
SUPERSEDING  
UU-T-122E  
July 26, 1972

FEDERAL SPECIFICATION

TOWELS, PAPER

The General Services Administration has authorized the use of this federal specification by all federal agencies.

NOTE: This draft dated September 6, 1993, prepared by GSA-FSS has not been approved and is subject to modification. DO NOT USE FOR ACQUISITION PURPOSES.

UU-T-122F  
AMENDMENT 2  
PROPOSED  
SUPERSEDING  
AMENDMENT 1  
April 1, 1987

FEDERAL SPECIFICATION

TOWELS, PAPER

The General Services Administration has authorized the use of this amendment, which forms a part of UU-T-122F, dated January 11, 1986, by all federal agencies.

Figure 5-4. Headings for proposed federal specification; proposed amendment; draft note; preamble

**INCH-POUND**  
FF-H-XXXH  
April 10, 1993  
SUPERSEDING  
FF-H-XXXG  
March 15, 1985

FEDERAL SPECIFICATION

HARNESS, LEATHER

The General Services Administration has authorized the use of this federal specification by all federal agencies.

1. SCOPE AND CLASSIFICATION

1.1 Scope. This specification covers the standard harness selected for use in the overseas land development program.

1.2 Classification.

2. APPLICABLE DOCUMENTS

2.1 Government publications. The issues of the following documents, in effect on the date of invitation for bids or request for proposal, form a part of this specification to the extent specified herein.

Federal Specifications

FF-H-2678/GEN	- Hardware, harness
FF-H-2678/1	- Rivets, harness, copper
FF-H-2678/2	- Buckles, harness, steel
FF-H-2678/3	- Rings, harness, steel

FSC 3770

Figure 5-5. (Part 1 of 2) Reference to "slash numbered" detail specifications and standard test methods in Sections 2 and 4: also, concluding material with military preparing activity and DoD project number

Federal Standards

FED-STD-4311/GEN - Leather, test methods (see Table III for individual test methods)

4. QUALITY ASSURANCE PROVISIONS

TABLE III

Requirements Description	Section 3	Section 4	Tests Test Methods
Density of leather	3.4.1	4.4.1	FED-STD-4311/1231
Breaking force and elongation	3.4.2	4.4.2	FED-STD-4311/1231
Busting strength	3.4.3	4.4.3	FED-STD-4311/1232
Tearing strength, buckle	3.4.4	4.4.4	FED-STD-4311/1232
Mildew resistance	3.4.5	4.4.5	FED-STD-4311/1232

**MILITARY INTERESTS:**

Custodians  
 Navy - YD  
 Air Force - 99

Review Activities  
 Army - AT  
 Navy - MC

**CIVIL AGENCY COORDINATING ACTIVITIES:**

Commerce - NBS  
 USDA - AFS  
 GSA-FSS

Preparing Activity:  
 Army - ME

DoD Project 3770-1876

Figure 5-5. (Part 2 of 2) Reference to "slash numbered" detail specifications and standard test methods in Sections 2 and 4; also, concluding material with military preparing activity and DoD project number

**INCH-POUND**

OO-S-256/13B

December 16, 1992

SUPERSEDING

OO-S-256/13A

June 13, 1986

(see Section 6)

FEDERAL SPECIFICATION SHEET

SEWING MACHINE, INDUSTRIAL; FLATBED

SINGLE NEEDLE, 301 STITCH, PARACHUTE REPAIR

The General Services Administration has authorized the use of this federal specification sheet by all federal agencies.

The complete requirements for procuring the sewing machines described herein shall consist of this document and the issue in effect of Specification OO-S-256/GEN.

1. SCOPE AND CLASSIFICATION

1.1 Scope. This specification covers the specific requirements for single needle, flatbed, 301 stitch, industrial sewing machines used in the fabrication and repair of aerial delivery equipment.

1.2 Classification. The sewing machines shall be of the following classes as specified (see 6.2).

FSC 3530

NOTE: The "slash numbered" federal specification sheet is one form of a detail specification associated with a general(GEN) federal specification.

Figure 5-6. Federal specification sheet

UU-P-XXXD  
AMENDMENT 2  
January 24, 1990  
SUPERSEDING  
INTERIM AMENDMENT 1  
April 20, 1989

FEDERAL SPECIFICATION

PAPER, GRAPH

The General Services Administration has authorized the use of this amendment, which forms a part of UU-P-202, dated September 14, 1973 by all federal agencies.

Page 3

Delete 3.2.2 in its entirety and substitute the following:

"3.2.2 Grade C. Grade C graph paper shall be made from not less than 95 percent bleached chemical pulp, with not more than 5 percent unbleached and/or ground wood pulp, when tested as specified in 4.2.1."

FSC 7350

Figure 5-7. Coordinated amendment to a federal specification.

UU-P-XXXE  
INTERIM AMENDMENT 1  
October 8, 1993

FEDERAL SPECIFICATION

PAPER, WRAPPING, WET-WAXED

This interim amendment was developed by the General Services Administration, Federal Supply Service, based upon currently available technical information.

The General Services Administration has authorized the use of this interim amendment that forms a part of UU-P-XXXE, dated June 30, 1990, by all federal agencies.

UU-P-00XXX (GSA-FSS)  
AMENDMENT 1  
November 5, 1993

INTERIM FEDERAL SPECIFICATION

PAPER, WRAPPING, WET-WAXED

This amendment was developed by the General Services Administration, Federal Supply Service, based upon currently available technical information.

The General Services Administration has authorized the use of this amendment which forms a part of UU-P-00XXX (GSA-FSS), dated January 22, 1991, by all federal agencies.

Figure 5-8. Headings for interim amendment to a federal specification and amendment to an interim federal specification

DRAFT

PPP-A-XXXXB  
NOTICE 1  
PROPOSED CANCELLATION

FEDERAL SPECIFICATION

ALUMINUMWARE: BAKESHOP AND KITCHEN,  
PACKAGING, PACKING, AND MARKING OF

Federal Specification PPP-A-XXXXB, dated December 19, 1974 is hereby canceled without replacement.

Preparing activity:  
GSA-FSS

FSC PACK

NOTICE  
OF CANCELLATION

PPP-A-XXXX  
NOTICE 1  
November 1, 1993

FEDERAL SPECIFICATION

ALUMINUMWARE: BAKESHOP AND KITCHEN,  
PACKAGING, PACKING, AND MARKING OF

Federal Specification PPP-A-XXXXB, dated December 19, 1974 is hereby canceled without replacement.

Preparing activity:  
GSA-FSS

FSC PACK

Figure 5-9. Draft cancellation notice and coordinated cancellation notice.

NOTICE  
OF REINSTATEMENT

W-B-XXX  
NOTICE 2  
December 6, 1993  
SUPERSEDING  
NOTICE 1  
March 11, 1993

FEDERAL SPECIFICATION

BATTERY, DRY

Federal specification W-B-XXX, dated March 18, 1989, is hereby reinstated and may be used for acquisition.

Preparing Activity:

GSA-FSS

FSC 6135

Figure 5-10. Reinstatement notice.

NOTICE  
OF VALIDATION

MMM-A-XXX  
NOTICE 1  
September 7, 1993

FEDERAL SPECIFICATION

ADHESIVE, RUBBER

Federal specification MMM-A-XXX, dated February 9, 1985, has been reviewed and determined to be valid for use in acquisition.

MILITARY INTEREST:

Preparing Activity:  
GSA-FSS

Custodians

Army - EA

Review Activities

DLA - IS

User Activities

Navy - YD, MC

FSC 8040

ASTM D4169  
December 1, 1993

ADOPTION NOTICE

The General Services Administration has adopted ASTM D4169, "Performance Testing of Shipping Containers and Systems," on (fill in date) for use by all federal agencies. Private sector and government agencies may purchase copies of ASTM D4169 from the American Society for Testing and Materials, 100 Barr Harbor Dr., W. Conshohocken, PA 19428-2959).

Adopting Activity:

GSA-FSS

FSC PACK

Figure 5-11. Validation notice and adoption notice.

ADMINISTRATIVE  
CHANGE NOTICE

DD-M-XXX  
NOTICE 1  
May 16, 1993

FEDERAL SPECIFICATION

MIRRORS, GLASS

Federal specification DD-M-XXX, dated November 16, 1992 has an erroneous Federal Supply Class (FSC) designation. Change the FSC from 7110 to 7105.

Preparing Activity:  
GSA-FSS

FSC 7105

Figure 5-12. Administrative change notice.

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### Part 1. General

#### 1. Responsibility for qualification.

The preparing activity for a federal specification is responsible for recommending to GSA that the qualification requirement be included in or deleted from the specification. With GSA concurrence, the preparing activity is responsible for the qualification of products according to the procedures prescribed in this chapter. The preparing activity is further responsible for the continuing review and necessary amendment or revision of the qualified products list (QPL) associated with the specification.

#### 2. Purpose of qualification.

Since many specifications are based on performance requirements, the possible variations in design and quality, and the nature of the requirements and tests for certain products are such that it is impractical to procure products solely on acceptance tests without unduly delaying delivery. This is especially true where specifications cover items such as life survival and emergency life saving equipment, or the nature of the items requires complex and costly tests to assure compliance with the specification. To ensure continuous availability of products in such cases, qualification of specific products is required prior to the award of negotiated contracts. Testing of a product for compliance with the requirements of a specification in advance of, and independent of, any specific procurement action, is known as qualification testing. The entire process by which products are obtained from manufacturers and distributors, examined, and tested, and then identified on a list of qualified products is known as qualification. The purpose of qualification prior to and independent of any procurement action, is to provide a means of relieving quality conformance inspections on long, complex, or expensive tests, some of which would otherwise be required after each award (see par. 5 below). To establish a federal QPL, a federal or interim federal specification must exist which requires qualification and sets forth the qualification examinations and test.

#### 3. Significance of listing on QPL.

The fact that a product has been examined and tested and placed upon a QPL signifies only that at the time of examination and test the manufacturer could make a product which met specification requirements. Inclusion of a product on a QPL does not in any way relieve the manufacturer or distributor of his contractual obligation to deliver items meeting all specification requirements. Nor does the inclusion of a product on a QPL guarantee acceptability under a contract since the products must conform to specification requirements. Qualification does not constitute waiver of the requirement for either in-process or other inspection or for the maintenance of quality control measures satisfactory to the government.

#### 4. Justification for qualification.

## Chapter 6 - continued

Qualification is necessary when the government requires assurance, prior to award, that the product is satisfactory for its intended use. To establish this requirement, one or more of the following criteria must apply:

- a. The time required to complete testing could cause a delay of 30 calendar days or more in the delivery of supplies being purchased.
  - b. Quality conformance inspection would require special equipment not commonly available.
  - c. It covers life survival or emergency life saving equipment.
5. Determination to be made by preparing activity.

Prior to inclusion of a requirement for qualification in a specification, the preparing activity will determine the following:

- a. There is no other practicable way of obtaining conclusive evidence of the availability of products meeting the requirements of the specification in a reasonable time, prior to and independent of procurement.
- b. At least two or more sources are available and willing to submit their products for qualification, except under unusual circumstances.
- c. Test facilities and resources are available to establish and maintain the QPL adequately and without delay.

6. Restrictions.

- a. Avoiding misuse of qualification provisions. The qualification procedure is never used in a specification to encourage development of an item. The misuse of qualification may result in the existence of procurement specifications for products for which there are no known suppliers. Before qualification is established, test data should be at hand indicating that the product can be produced, and there is a reasonable expectation that the product will be available in sufficient quantities from several sources to meet government requirements. Qualification is not used with intent to discourage possible additional sources of supply.
- b. Restrictions on use for promotional purposes. QPLs may be referred to in advertising or publicity only to state that the product of a particular manufacturing facility is listed on a QPL or meets the requirements of a federal specification, provided that such advertising or publicity does not claim or imply government preference or endorsement or that the product is the only one of its type that has passed the prescribed tests, and those claims can only be made for the product that has met all specification requirements and is listed on the government's QPL.

7. Extension of qualification.

Except as provided herein, qualification of a product applies only to the product that is manufactured at the plant that produced the samples examined and tested. The preparing activity may extend qualification to the same product produced by other plants of the manufacturer when it has determined:

- a. By examination or test of the product from such other plants that it is at least equal in all respects to that of the qualified product; and
- b. That the quality control and processing at such other plants are such that the products produced are at least equal in all respects to the qualified product. The determination made under this provision will be based on inspection of the plant, quality control, and processing procedures.

If a facility comes under new ownership and management, the Qualifying Activity must evaluate the equivalence of the product to ensure that the product is unchanged and that the new ownership and management have the expertise and capability to provide products of requisite quality, reliability, and safety.

#### 8. Retention of qualification.

In order to retain qualification approval of products, one of the following actions is required:

- a. Certification by the manufacturer.
- b. Periodic submission of new test data as may be required in the specification.
- c. Completion of re-qualification testing as may be required in the specification.

#### 9. Inclusion of products from additional manufacturers.

QPLs are kept open for inclusion of products from additional manufacturers and distributors as these products become qualified.

#### 10. Re-examination and retest.

a. Re-examination of a qualified product is required by the qualifying activity under any of the following conditions:

- (1) The manufacturer has modified the product or changed the material or processing sufficiently so that the validity of previous qualification is questionable, when determined by the qualifying activity.
- (2) The requirements in the specification have been amended or revised sufficiently to affect the characteristics of the product.

(3) When the qualifying activity deems it necessary to determine that the product continues to meet all of the specification requirements.

(4) When required by retention of qualification requirements in the specification.

b. Retest may be required based on the examination of data. The qualifying activity determines, based upon the extent of specification or product changes and other available data, whether products should be removed from the QPL until retested, or whether such action should be delayed pending the outcome of the tests or receipt of additional data. If the products should be retested and remain on the QPL, a maximum time limit will be established for submission of the samples or test data, as applicable before removal.

c. The nature and extent of the re-examination or retest shall be determined by the qualifying activity.

#### 11. Cost of test.

a. Assignment of costs. It is not intended that the government act as a testing activity for commercial interests when the government derives no benefit. Accordingly, the costs of test are normally borne by industry. The government does not bear any of the costs of testing incurred in connection with qualification tests performed in laboratories not operated or contracted by the government. The costs of performing qualification tests in government operated or contracted laboratories may be shared (prorated) between the government and the applicant or wholly borne by the government whenever charges for performance of tests are so large as to discourage requests for qualification. The charges include both direct and indirect costs. A schedule of charges is established when any portion of the cost is to be borne by the applicant. Such charges are uniform for all applicants. Nothing in this chapter prevents a revision of the schedule of charges due to fluctuations in direct or indirect costs.

b. Change in schedule of charges. The intent to change the share of costs to be borne by industry is publicized by an appropriate notice from GSA to the "Commerce Business Daily". This notice contains a terminal date for receipt of requests for qualification testing, after which the revised schedule will be applied. The terminal date establishes at least a reasonable period after publication of the notice to permit suppliers to request qualification testing of their products. Requests received prior to the terminal date are processed on the basis of the previous schedule of charges.

c. Cost of retesting. The applicant may be required to pay the entire cost or a larger share of the cost of retesting his product after initial failure, providing that such applicant is so advised in his initial authorization to submit samples. The charges for retest normally are uniform for all applicants. However, changing circumstances may make it in the best interest of the government to have a change effected in the share of the test costs borne by the applicant. In such cases approval of the change is sought from GSA.

## 12. Availability of test data.

Test data developed in connection with qualification tests will be subject to disclosure unless exempt in accordance with provisions of the Freedom of Information Act (5 U.S.C. 552). In addition, after certification that such action is in the best interests of the government and in accordance with current security policy, the qualifying activity may:

- a. Supply the test data to other activities of the Federal Government.
- b. Supply the test data to foreign governments which are purchasing, operating, or maintaining supplies that involve products covered by specifications requiring qualification. Such release is made with the condition that the information be used only in connection with furnishing supplies and services to that government.
- c. Authorize the supplier or prospective supplier to furnish qualification information in the case of sales to foreign governments which are purchasing, operating, or maintaining supplies that involve products covered by specifications requiring qualification after clearance with the appropriate intelligence authority in each instance of acquisition.

## 13. Preparation, printing, and distribution

The qualifying activity prepares QPLs in accordance with Part 3 of this chapter. Each time a new list is issued or a list is supplemented by the addition of the latest products qualified, the qualifying activity immediately forwards a copy of the QPL to GSA for printing and distribution. Printing and distribution of the QPLs is in accordance with procedures for the printing and distribution of federal product descriptions (FPDs), in Chapter 3 of this Manual.

## 14. Removal of a product from a QPL.

- a. Removal of a product from a QPL. A product may be removed from the list for reasons considered by the qualifying activity to be sufficient, such as:
  - (1) The product offered under contract does not meet the requirements of the specification.
  - (2) The manufacturer has terminated manufacture of the product.
  - (3) The manufacturer or distributor requests that the product be removed from the list.
  - (4) One or more of the conditions under which qualification was granted have been violated.
  - (5) The requirements of a revised or amended specification differ sufficiently from the previous issue so that existing test data are no longer sufficient for determining compliance with the specification.

## Chapter 6 - continued

(6) Failure of the manufacturer to notify the qualifying activity of a change in design, material, process, or plant location.

(7) The product is that of a contractor, firm, or individual whose name appears on the "Consolidated List of Debarred, Ineligible, and Suspended Contractors."

(8) The manufacturer has not complied with the retention of qualification requirements.

(9) The manufacturer has publicized that his qualified product is the only one of its type so qualified or that the government has endorsed it.

(10) The manufacturer has failed or declined to bid on government contracts for the product for ten consecutive solicitations or for a period of two years during which solicitations were issued, whichever is less.

b. Notification of proposed removal. Excepting cases of removal as specified in subparagraphs a(3) and (7) above, the qualifying activity will, with GSA concurrence, notify the manufacturer that the product is to be removed from the list, and give the reasons therefor. The manufacturer will be invited to furnish comment by a specified date, usually within 14 days. If the manufacturer does not provide adequate reason for retention, he will be notified that the product is removed. A copy of the correspondence will be furnished to all listed distributors.

c. Notice of removal. After determination has been made to remove a product from the QPL, the manufacturer will be sent a notice of removal and, by means of a revision or amendment of the QPL, the product will be deleted therefrom without delay. If removal is for the reason listed in subpart. a(5) above, the applicant will be required to submit test data or samples for tests, as appropriate. A copy of the notice will be furnished to all listed distributors. Removal action may be delayed pending outcome of the tests if the submission is made within the time specified by the qualifying activity. The qualifying activity will transmit a copy of the notice of removal to GSA. If removal is for reasons listed in subpart. a(7) above, the qualifying activity immediately notifies the manufacturer and GSA that the product is removed from the QPL.

**Part 2. Procedures**

15. Justification and determination.

GSA is the approving authority for the inclusion of qualification in federal specifications. Justification and determination required in paragraphs 4 and 5 above will be accomplished by the preparing activity before coordination of the specification.

16. Publicity.

a. Responsibility of qualifying activity. In order to establish a QPL after the issuance of a new specification, or to reissue such a list because revision of an existing specification requires re-qualification, the qualifying activity urges manufacturers to submit for qualification, products they are willing to certify will meet specification requirements. The qualifying activity advises distributors who wish to have a product qualified to contact the manufacturer so that the latter may initiate the necessary action. The qualifying activity publicizes its intention to establish or reissue (or to expand the number of sources on) a QPL.

In future acquisitions, only bids or proposals offering products which are qualified for inclusion in the QPL prior to the award of negotiated contracts are considered in making the awards. Manufacturers having products which have been qualified, but not listed, are given consideration and an opportunity to offer evidence of such qualification in the time interval before final award is made.

b. Public notification. The public is notified as follows:

(1) A notice is published in the Commerce Business Daily. The notice is clearly marked "Qualification Test Information" and contains the following information:

(a) Name of product.

(b) Specification applicable.

(c) Name and address of the agency to be contacted for complete information on qualification under the specification.

(2) Contact companies known to be interested in submitting products for qualification under the applicable specification. Trade associations may also be notified.

17. Submission of the product.

As soon as practicable after a request for qualification has been received and approved, the qualifying activity sends the applicant the necessary information including the following:

a. A copy of the latest issue of the specification.

b. A copy of the Provisions Governing Qualification (Appendix 6A) with a specific request for the information and certification (subparagraph 5 e. of the Provisions) required of the manufacturer.

c. Instructions for the forwarding of the manufacturer's products.

d. A schedule of charges for qualification testing, if applicable. While some qualification tests will be performed in government operated or contracted laboratories, emphasis will be given to qualification testing in laboratories not operated or contracted by the government.

**18. Authorization for qualification.**

The qualifying activity will not authorize qualification examination and testing of a product until the applicant has furnished the information requested in subparagraph 17b. above and the information is found satisfactory by the qualifying activity.

**19. Notification of qualification results.**

The qualifying activity notifies the manufacturer concerning the results of the tests of his products, and whether or not the product qualifies under the requirements of the applicable specification, and forwards a copy of such notification to GSA.

When a product qualifies, the letter of notification includes:

a. The listing as it will appear on the QPL, as follows:

(1) Government designation under which the product qualified (type, class, or other designation as shown in the specification).

(2) The manufacturer's brand designation for the product, if certified (see QPL preamble, figure 6-1); otherwise, as designated by the manufacturer for this purpose e.g., the brand name in lower case type, followed by the word "modified" in parentheses.

(3) The test or qualification reference (test report number) assigned to the product.

(4) The complete address to which correspondence will be sent and the location of the plant which manufactured the product submitted for test.

b. The following statements that:

(1) Such listing does not guarantee acceptance of the product in any future purchase.

(2) Such listing does not constitute a waiver of any requirements of the specification or of the provisions of any contract.

(3) Any use of such listing for publicity, advertising, or sales will not state or imply that the product is the only product of that type so qualified, or that the government in any way recommends or endorses the manufacturer's product. Violation is cause for removal of the product from the list by the government activity concerned.

(4) Such listing applies only to products identical to that (those) qualified. The qualifying activity must be advised of any change (materials, processes, equipment, etc.) to the product. Failure to notify the qualifying activity of a change of the product is cause for removal from the QPL regardless of the extent of the change.

(5) To retain such listing, manufacturers must comply with a requirement for retention of qualification (see par 8 above). Failure to comply will be sufficient cause for removal from the QPL.

If a product is not approved for inclusion on a QPL, the manufacturer will be provided with a report covering the results obtained on the test.

#### 20. Issuance of QPL after promulgation of the specification.

Issue a QPL as soon as practicable after promulgation of the specification. Don't use a specification containing qualification until the QPL is established.

#### 21. Product coverage.

When a specification with qualification provisions describes more than one type, class, grade, or other designation of a product, all products qualifying will be on a single QPL. The list identifies the qualified products by type, class, grade, or other designation shown in the specification.

#### 22. Revisions and amendments.

The qualifying activity develops revisions and amendments to QPLs including additions or deletions of qualified products, as necessary. Such revisions and amendments are prepared in accordance with the instructions in part 3 of this chapter.

#### 23. Review of qualification requirements.

The preparing activity reviews specifications with qualification provisions periodically to determine the need to continue the qualification provision. Such review is made at intervals no greater than two years. In this review, the preparing activity considers the possibilities that more definitive requirements for the product, advances in manufacturing techniques and quality control methods, or improvements in testing apparatus and techniques may have eliminated the need for qualification (see paragraphs 4 and 5 above). If no QPL has been established, the qualification requirement must be deleted from the specification.

#### 24. Waiver of qualification.

Only the preparing activity may waive the qualification requirement. Further, the preparing activity can only waive the qualification requirement without rejustification when it determines that the immediate procurement situation is an emergency (that is, life or mission threatening). If the preparing activity waives qualification for any other reason, it must rejustify the qualification requirement and submit the request to GSA for approval.

25. Cancellation of QPLs.

The preparing activity determines, in consultation with using activities, when a QPL should be canceled.

26. Inquiries regarding QPLs.

Inquiries for qualification are submitted to the qualifying activity identified in the specification.

**Part 3. Format**

## 27. Format for QPL.

The QPL is prepared as shown by figures 6-1, 6-2 and 6-3. QPLs include the name of the product and the names of the manufacturers and authorized distributors whose products have qualified under the applicable federal or interim federal specification. QPLs contain additional information as is needed for identification of the product and the test under which it qualified.

## 28. QPL numbering.

a. QPL lists are identified by the symbol "QPL", followed by a dash, followed by the full number of the associated federal or interim federal specification, except that:

- (1) The specification revision indicators are omitted in all cases, and
- (2) The preparing activity codes are omitted from interim federal specification numbers.

b. Each issue of the QPL is further identified by adding a dash and an Arabic serial number. Serial numbers for QPLs associated with federal specifications start with "1" and are assigned in sequence when QPLs are revised. Also, serial numbers for QPLs associated with interim federal specifications start with "1" and are assigned in sequence when QPLs are revised.

Example:

<u>Fed. Spec.</u>	<u>QPL Number</u>	<u>Int. Fed. Spec.</u>	<u>QPL Number</u>
OO-D-999	QPL-OO-D-999-1		
		OO-D-00999A (GSA-FSS)	QPL-OO-D-00999-1
OO-D-999B	QPL-OO-D-999-2		
OO-D-999C	QPL-OO-D-999-3		

## 29. Federal Supply Classification (FSC).

Each QPL is identified with the applicable FSC to which the qualified product belongs, as indicated in the upper right corner of figure 6-1.

## 30. Specification number and title.

## Chapter 6 - continued

Immediately below "PRODUCTS QUALIFIED UNDER FEDERAL SPECIFICATION" insert the number (without the revision indicator) and the title of the associated specification.

Example:

P-C-111  
CARBON REMOVING COMPOUND

### 31. Preamble.

The required preamble for all federal QPLs associated with either federal or interim federal specifications is reproduced in the forms referred to in paragraph 36 below, and illustrated in figures 6-1, 6-2, 6-3, and 6-4.

### 32. Review of qualification requirements.

Preparing activities review QPLs in accordance with paragraph 23 above.

### 33. Revisions.

A revision is a complete new list, and is issued when the changes are appreciable in number. A revision is identified by a serial number in proper numerical sequence, with the date placed immediately below the revision indicator. Thus, the first revision of QPL-TT-P-595-1 is identified as QPL-TT-P-595-2. QPL-TT-P-595-2 supersedes QPL-TT-P-595-1, and any amendments thereto (see paragraph 28 above and figure 6-1).

Example:

QPL-TT-P-595-2  
February 5, 1968  
SUPERSEDING  
QPL-TT-P-595-1  
October 11, 1967

### 34. Amendments.

An amendment contains only the changes required to the existing list, whether corrections, deletions, or additions. Amendments are cumulative; e.g., each successive amendment of a QPL is so written that it completely supersedes the preceding amendment in its entirety.

An amendment is identified by "AMENDMENT \_\_\_\_\_"(No.) placed immediately below the existing QPL number, with the date placed immediately below "Amendment \_\_\_\_\_" (No.). Amendment numbers are assigned consecutively to each amendment issued until the QPL is revised. See figure 6-3.

Example:           QPL-VV-L-800-11  
                      AMENDMENT-2  
                      May 14, 1971  
                      SUPERSEDING  
                      AMENDMENT-1  
                      December 1, 1970

35. Notices of cancellation.

A cancellation notice, in addition to indicating the specific issue of the list which is canceled, may include statements such as the following (see figure 6-4):

- a. "The specification covering the product listed has been canceled by a separate notice."
- b. "Qualification has been deleted from the specification by revision (revised specification number)."

QPL-TT-P-XXX-3  
 August 31, 1993  
 SUPERSEDING  
 QPL-TT-P-XXX-2  
 2 January 1992

FEDERAL QUALIFIED PRODUCTS LIST  
 OF  
 PRODUCTS QUALIFIED UNDER FEDERAL SPECIFICATION  
 TT-P-XXX

PRIMER, COATING, ALKYD, CORROSION-INHIBITING  
 LEAD AND CHROMATE FREE, VOC-COMPLIANT FSC 8010

The General Services Administration authorized this list to identify products eligible for consideration in Federal Government procurement under the subject specification. The Government has qualified each product as meeting applicable requirements of the latest effective issue of the subject specification and has identified the source of each qualified product by the name, address, and plant location of the manufacturer. The listing of a product is not an endorsement by the Federal Government and does not release the supplier from compliance with specification requirements. The Government will revise, amend, or cancel this list as necessary, without prior notice, to reflect actions by the Government or the manufacturer requiring modification or discontinuance of any or all of the information herein. The brand name designation under which the product is offered for sale is capitalized and enclosed in quotation marks in the Manufacturer's Designation of "BRAND NAME" column, provided the manufacturer or his authorized distributor has certified that the product submitted for qualification is the same product, except for packaging and marking, and is the only product available by that brand name. This information may be referred to for advertising or publicity only to state that the product of a particular manufacturing facility is listed and identified here, or that such product meets the requirements of the subject specification, provided test results are publicly available to verify the statement, and provided further that such advertising or publicity does not claim or imply Government preference or endorsement or that the product is the only one of its type that has passed the prescribed tests.

The activity responsible for the Qualified Products List is:

Engineering and Commodity Management Division  
 Paints and Chemicals Commodity Center  
 400 15th Street, SW  
 Auburn, WA 98001-6599

GOVERNMENT DESIGNATION	MANUFACTURER'S DESIGNATION	TEST OR REFERENCE	QUALIFICATION MANUFACTURER
Red	45-18044	Q1152	J. Landau Co., Inc.
"	727-106/X-44628	Q1169	Pratt & Lambert
"	727-206	Q1402	Pratt & Lambert
"	F-04P40	Q1269	Seagrave - Seaguard

1 of 2

Figure 6-1. (Part 1 of 2) Federal Qualified Products List with continuation sheet using supplement for addresses of distributors, manufacturers, and plants.

FEDERAL QUALIFIED PRODUCTS LIST

SUPPLEMENT

TEST OR QUALIFICATION  
REFERENCE NUMBER

MANUFACTURER'S NAME,  
ADDRESS, AND PLANT

Q1152

J. Landau Co., Inc.  
665 Washington Avenue  
Carlstadt, NJ 07072

Q1169,  
Q1402

Pratt and Lambert  
P.O. Box 2153  
Wichita, KS 67201  
(316) 733-1361

Q1269

Seagrave Coatings  
Seaguard Division  
4030 Seaguard Avenue  
Portsmouth, VA 23701  
(804) 488-4411

2 of 2  
QPL-TT-P-XXX-3

Figure 6-1. (Part 2 of 2) Federal Qualified Products Lists with continuation sheet, using supplement for addresses of distributors, manufacturers, and plants.

QPL-W-R-XXX-10  
 March 3, 1992  
 SUPERSEDING  
 QPL-W-R-XXX-9  
 January 3, 1990

FEDERAL QUALIFIED PRODUCTS LIST  
 OF  
 PRODUCTS QUALIFIED UNDER FEDERAL SPECIFICATION  
 W-R-XXX

RECORDER-REPRODUCER, SOUND FSC 5835

The General Services Administration authorized this list to identify products eligible for consideration in Federal Government procurement under the subject specification. The Government has qualified each product as meeting applicable requirements of the latest effective issue of the subject specification and has identified the source of each qualified product by the name, address, and plant location of the manufacturer. The listing of a product is not an endorsement by the Federal Government and does not release the supplier from compliance with specification requirements. The Government will revise, amend, or cancel this list as necessary, without prior notice, to reflect actions by the Government or the manufacturer requiring modification or discontinuance of any or all of the information herein. The brand name designation under which the product is offered for sale to the general public is capitalized and enclosed in quotation marks in the Manufacturer's Designation or "BRAND NAME" column, provided the manufacturer or his authorized distributor has certified that the product submitted for qualification is the same product, except for packaging and marking, and is the only product available on the public market by that brand name. This information may be referred to for advertising or publicity only to state that the product of a particular manufacturing facility is listed and identified here, or that such product meets the requirements of the subject specification, provided test results are publicly available to verify the statement, and provided further that such advertising or publicity does not claim or imply Government preference or endorsement or that the product is the only one of its type that has passed the prescribed tests.

The activity responsible for this Qualified Products List is: (insert name and address)

GOVERNMENT DESIGNATION	MANUFACTURER'S DESIGNATION "BRAND NAME"	TEST OR QUALIFICATION REFERENCE NUMBER	MANUFACTURER'S NAME, (See SUPPLEMENT) and plants not listed here.
---------------------------	---	---	---

Type I, Style A	F-67 "BACKTALK"	FSS 10/5-7-80	Distributed by: Electronic Hobbycraft Inc. 711 Darby Road Boston, MA 02109
-----------------	-----------------	---------------	---

Manufacturer:  
 Electronics Associates  
 678 Pointe Avenue  
 Methuen, MA 01845  
 Plant: same address

Figure 6-2. (Part 1 of 2) Federal Qualified Products List with continuation sheet, each entry including addresses; no supplement

FEDERAL QUALIFIED PRODUCTS LIST CONTINUATION SHEET

GOVERNMENT DESIGNATION	MANUFACTURER'S DESIGNATION "BRAND NAME"	TEST OR QUALIFICATION REFERENCE NUMBER	MANUFACTURER'S NAME, (See SUPPLEMENT) and plants not listed here.
Type I, Style A	33FDR45	FSS 10/5-7-80	Electronic History Corp. 430 Harp Avenue Seattle, WA 98104 Plant: same address
Type I, Style B	45HST53	FSS 20/6-19-80	Electronic History Corp. 430 Harp Avenue Seattle, WA 98104 Plant: same address
Type I, Style B	0 1812	FSS 20/6-19-80	Voicescript, Inc. 218 West Bass Street Fort Worth, TX 76102 Plant: 666 W. Rogers Dr. Oklahoma City, OK 73159
Type II, Style A	X22 "SINGLONG"	FSS 30/7-10-80	Talkentunes, Inc. 85 East Keys Parkway Kansas City, MO 64131 Plant: 77 Jayhawk Blvd. Topeka, KS 66620
Type II, Style B	54-40 F "ECHO"	FSS 40/8-14-80	Aeolian Electronicraft Inc. 781 Leeward Lane New York, NY 10007 Plant: 6667 North Wind Harrisburg, PA 17108
Type III	LP11 "CHATTERBOX"	FSS 100/2-19-80	Gossip Products Inc. 81 Green Drive N.E. Atlanta, GA 30309 Plant: 918 Plumtree Ave. Nashville, TN 37203
Type IV	"CANTOON, MK IV"	FSS 110/3-19-80	Cantoons Inc. 723 Bellwetger Ave. San Francisco, CA 94103 Plant: same address

THIS IS AN EXAMPLE FOR ILLUSTRATION OF FORMAT ONLY.

Figure 6-2. (Part 2 of 2) Federal Qualified Products List with continuation sheet, each entry including addresses; no supplement

FEDERAL QUALIFIED PRODUCTS LIST  
OF  
PRODUCTS QUALIFIED UNDER FEDERAL SPECIFICATION  
W-R-XXX

RECORDER-REPRODUCER, SOUND      FSC 5835

The General Services Administration authorized this list to identify products eligible for consideration in Federal Government procurement under the subject specification. The Government has qualified each product as meeting applicable requirements of the latest effective issue of the subject specification and has identified the source of each qualified product by the name, address, and plant location of the manufacturer. The listing of a product is not an endorsement by the Federal Government and does not release the supplier from compliance with specification requirements. The Government will revise, amend, or cancel this list as necessary, without prior notice, to reflect actions by the Government or the manufacturer requiring modification or discontinuance of any or all of the information herein. The brand name designation under which the product is offered for sale to the general public is capitalized and enclosed in quotation marks in the Manufacturer's Designation or "BRAND NAME" column, provided the manufacturer or his authorized distributor has certified that the product submitted for qualification is the same product, except for packaging and marking, and is the only product available on the public market by that brand name. This information may be referred to for advertising or publicity only to state that the product of a particular manufacturing facility is listed and identified here, or that such product meets the requirements of the subject specification, provided that test results are publicly available to verify the statement, and provided further that such advertising or publicity does not claim or imply Government preference or endorsement or that the product is the only one of its type that has passed the prescribed tests.

The activity responsible for this Qualified Products List is: (insert name and address)

GOVERNMENT DESIGNATION	MANUFACTURER'S DESIGNATION "BRAND NAME"	TEST OR QUALIFICATION REFERENCE NUMBER	MANUFACTURER'S NAME, (See SUPPLEMENT) and plants not listed here.
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This amendment forms a part of QPL-W-R-XXX-10 dated March 3, 1981

Page 2, Add the following product:

Type III	F-111	FSS 140/2-14-80	Cantoons Inc.
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Page 3, Add test reference under FSS 140/2-14-80 immediately below test reference number FSS 110/3-19-80, and change the manufacturer's address and plant location for test references FSS 110/3-19-80 and FSS 140/2-14-79 as follows:

Cantoons Inc.  
11723 Tinkle Avenue  
San Francisco, CA 94103  
Plant: same address

Note: The physical location of the manufacturer's office and plant has not changed. The city renamed and renumbered the avenue.

THIS IS AN EXAMPLE FOR ILLUSTRATION OF FORMAT ONLY.

Figure 6-3. Federal Qualified Products List amendment

NOTICE  
OF CANCELLATION

QPL-W-F-XXX-3  
NOTICE 1  
November 1, 1993

FEDERAL QUALIFIED PRODUCTS LIST  
OF  
PRODUCTS QUALIFIED UNDER FEDERAL SPECIFICATION  
W-F-XXX

FLASHLIGHT, ELECTRIC, HAND

QPL-W-F-XXX, dated January 5, 1975, is hereby canceled without replacement.

Preparing Activity:

GSA-FSS

Figure 6-4; Federal Qualified Products List cancellation notice

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**Provisions Governing Qualification  
(Qualified Products List)**

The Provisions Governing Qualification are issued pursuant to Ch. 6-17.

These provisions are issued for the information of manufacturers and their authorized distributors proposing to submit products for qualification in accordance with the approved procedures and under the applicable federal specifications. A product may be qualified only when the governing specification contains the requirements for qualification. Lists are not otherwise established for qualification.

An applicant desiring further information may address inquiries to the government activity named in the specification under which it is proposed to qualify a product.

The basic provisions, Part 1, together with the specific provisions of Parts 2, and 3, as applicable, govern the authorization for and testing of products submitted for qualification.

## Part 1. Basic Provisions

### 1. Purpose of qualification.

Since many specifications are based on performance requirements, the possible variations in design and quality and the nature of the requirements and tests for certain products may make it impractical to procure products solely on acceptance tests without unduly delaying delivery. To assure continuous availability of products in such cases, qualification of specific products is required prior to the award of negotiated or sealed bid contracts. Testing of a product for compliance with the requirements of a specification in advance and independent of any specific procurement action is known as qualification testing. The entire process by which products are obtained from manufacturers, examined and tested, and then identified on a list of qualified products is known as qualification. The purpose of qualification is, prior to and independent of any procurement action, to provide a means of relieving quality conformance inspection of long, complex, or expensive tests, some of which would otherwise be required after each award. To establish a federal qualified products list (QPL), a federal or interim federal specification must exist which requires qualification, and sets forth the qualification examinations and tests.

### 2. Significance of listing on QPL.

The fact that a product has been examined and tested and placed upon a QPL signifies only that at the time of examination and test the manufacturer could make a product which met specification requirements. Inclusion on a QPL does not in any way relieve the manufacturer or distributor of his contractual obligation to deliver items meeting all specification requirements. Nor does the inclusion of a product on a QPL guarantee acceptability under a contract since the products must conform to specification requirements. Qualification does not constitute waiver of the requirements of either in-process or other inspection or for the maintenance of quality control measures satisfactory to the government.

### 3. Definitions.

As used in these provisions the terms listed below have the meaning stated:

a. Activity, preparing. The activity immediately responsible for the development and maintenance of a federal specification and any federal QPLs associated with the specification.

b. Activity, qualifying. The activity designated in the specification as responsible for qualification testing and the technical and administrative matters necessary to develop and maintain a QPL. The preparing activity for the specification is usually the qualifying activity.

c. Manufacturer. The actual producer (domestic or foreign) of a product.

d. Distributor. Anyone authorized by the manufacturer to distribute the manufacturer's product. This also includes the distributor authorized by the manufacturer to rebrand and distribute the manufacturer's rebranded product under the distributor's own brand.

e. Applicant. The manufacturer or a distributor making application for qualification of the product.

f. Product. Includes materials, parts, components, subassemblies, assemblies, and equipment.

g. Qualification. The entire process by which products are obtained from manufacturers or distributors, examined and tested, and then identified on a federal QPL.

h. Qualified product. A product which has been examined, tested, and listed on or approved for inclusion on the applicable federal QPL.

i. Qualified products list (QPL). A list of products, qualified under the requirements stated in the applicable specification, including appropriate product identification and test reference, with the name and plant address of the manufacturer and distributor, as applicable. QPL is the accepted abbreviation for the term federal qualified products list.

j. Testing laboratory. A laboratory having facilities to perform the qualification examination and testing. This laboratory may be one of the following:

(1) A laboratory operated by or under contract to the government.

(2) Laboratory not operated or contracted for by government. A laboratory of the manufacturer or distributor either in-plant or under contract to him.

k. Test report. The testing laboratory report as to whether the product passed or failed. The test report is prepared according to the outline in paragraph 24 below, is subject to supersedure by authorized retest as provided in paragraph 9 below, and is subject to limitation by discontinuance of test as provide in paragraph 16 below.

#### 4. General Provisions.

a. Place of test. Tests will be conducted at such places as many be specified in the letter of authorization sent by the qualifying activity.

b. Costs of tests. The cost of performing the tests will be borne either by the government or by the applicant, or will be shared (prorated) between them. The government shall not bear any of the costs incurred in connection with Part 3 (in-plant testing) of these provisions. The cost to the applicant, if any, will be stated in the letter authorizing the tests.

c. Extension of qualification. Except as provided herein, qualification of a product shall apply only to the product that is manufactured at the plant which produced the samples examined and tested.

## Appendix 6A - continued

The qualifying activity may extend qualification to the same product produced by other plants of the manufacturer when it has been determined that the product will be at least equal in all respects to the qualified product.

### 5. Application for tests.

Each application for qualification shall be made by letter in triplicate, addressed to the activity indicated in the "NOTES" section (section 6) of the applicable specification, and shall contain the following information and certification:

- a. Number and date of specification under which tests are desired and type, grade, class or other specification designation of the product.
- b. Applicant's brand designation for the product and location of the plant at which the product was manufactured. (When the applicant is a distributor, the name and plant location of the actual manufacturer shall be included).
- c. The commercial name or brand name, if any, of each product which is the same as that submitted for testing and which is sold to or available for marketing to consumers generally.
- d. If the tests are to be conducted in other than a government operated or contracted laboratory, the information required in par. 21 below shall be furnished.
- e. Certification that the applicant:
  - (1) Agrees to be bound by all of the provisions and terms set forth in this document
  - (2) Is the manufacturer of the product or a distributor authorized by the manufacturer to rebrand and distribute the product under his own brand designation.
  - (3) Has determined from actual tests (within the limits of test equipment commonly available, unless otherwise specified) that the product conforms to the applicable specification. (Test reports and data should be furnished with the application.)
  - (4) Will supply items for test which are representative of the manufacturer's production.
  - (5) Will supply for use of the government products which meet the requirements of the specification in every respect.
  - (6) Will not apply for a retest of the product until satisfactory evidence is furnished that all of the defects which were disclosed by previous tests have been corrected. (Test reports may be required as evidence.)

(7) Will not state or imply in advertising or otherwise that a product(s) which has received qualification approval is the only product of that type so qualified, or that GSA in any way recommends or endorses the product.

(8) Will notify the responsible activity of any change in his product after approval and will state at the same time whether in his belief the change will or will not prejudice the capability of the product to meet the qualification test requirements; whether he intends to submit new samples for testing or desires to have his product removed from the QPL; and whether the changes will affect the applicant's brand designation for the product.

(9) Will, when requested by the qualifying activity, submit certification signed by a responsible official of management, attesting that the listed product is still available from the listed plant, can be produced under the same conditions as originally qualified, i.e., same process, materials, construction, design, manufacturer's part number or designation; and meets the requirements of the current issue of the specification.

(10) Will notify the preparing activity and the qualifying activity of plans to discontinue production of product(s) to allow adequate procurement to fulfill future customer needs.

#### 6. Other information.

In certain cases where the information required by subparagraphs 5 a, b, and c above may be considered by the government as insufficient to justify an authorization for qualification testing, the applicant may be required to state;

- a. The rate at which he can produce his product with his present plant facilities.
- b. That he is prepared to overcome deficiencies disclosed by qualification tests.
- c. That he will submit, if required, sketches, photographs, descriptive booklets or other technical literature bearing upon his product, as illustrative of the scope of his manufacturing facilities which will assist in obtaining a clear concept of the product he is offering.
- d. Such additional information as is required by the applicable specification.

#### 7. Engineering data.

When specified, the applicant will furnish at no cost to the government, for test record purposes, one reproducible copy of any detailed plans, specification test results, or other data required. Such data may be subject to disclosure in accordance with the Freedom of Information Act (5 U.S.C. 552). If the applicant wishes, he may mark individual sheets of proprietary data as being exempt from disclosure under the Act or other applicable statute which shall be identified in the statement of exemption. The government reserves the right to determine the validity of claimed exemptions or to use the information without restriction if the same is available from another source.

## Appendix 6A - continued

### 8. Authorization of tests.

A letter authorizing the tests will be furnished the applicant when the required information has been furnished and found satisfactory by the qualifying activity.

### 9. Authorization for retest.

Retesting of the product will not be authorized until satisfactory evidence is furnished to the activity responsible for qualification or its authorized agent that all of the defects which were disclosed by previous tests have been corrected.

### 10. Action on test results.

Upon completion of laboratory tests, the results will be analyzed to determine if the product is qualified. The manufacturer will be notified concerning the results of the tests of his product, and whether or not the product qualifies under the requirements of the applicable specification. A copy of the letter will be furnished the distributor, if the distributor is the applicant.

### 11. Use and distribution of QPLs.

Lists of qualified products are for the use of the federal agencies, their contractors, and subcontractors in the performance of procurement functions. Lists are also available to the public upon request. They may be obtained from the same source as the federal specification with which they are associated.

### 12. Removal of a product from a QPL.

a. Removal of a product from a QPL. A product may be removed from the list for reasons considered to be sufficient, among which are the following:

- (1) The product offered under contract does not meet the requirements of the specification.
- (2) The manufacturer has terminated manufacture of the product.
- (3) The manufacturer or distributor requests that the product be removed from the list.
- (4) One or more of the conditions under which qualification was granted have been violated.
- (5) The requirements of a revised or amended specification differ sufficiently from the previous issue that existing test data are no longer applicable for determining compliance of the product with the specification.
- (6) Failure of the manufacturer to notify the qualifying activity of a change in design, material, or process.

## Appendix 6A - continued

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(7) The product is that of a contractor, firm, or individual whose name appears on the "Consolidated List of Debarred, Ineligible, and Suspended Contractors."

(8) The manufacturer has not complied with the retention of qualification requirements.

(9) The manufacturer has publicized that his qualified product is the only one of its type so qualified or that the government has endorsed it.

(10) The manufacturer has failed or declined to bid on government contracts for the product for ten consecutive solicitations or for a period of two years during which solicitations were issued, whichever is less.

b. Notification of proposed removal. Excepting cases of removal as specified in subparagraphs a(3), and (7) above, the manufacturer will be notified of the proposed removal of his product from the list and the reasons therefor. The manufacturer will be invited to furnish comment by a specified date, usually within 14 days. If the manufacturer does not provide adequate reason for retention, he will be notified that the product is removed. A copy of the correspondence will be furnished to distributors, if listed.

c. Notice of removal. After determination has been made to remove a product from the QPL, the manufacturer will be sent a notice of removal and, by means of a revision or amendment of the applicable QPL, the product will be deleted therefrom without delay. If removal is for the reason listed in subparagraph a(5) above, the applicant will be required to submit test data or samples for tests, as appropriate. A copy of the notice will be furnished the distributor, if listed.

**Part 2. Provisions Governing Qualifications Tests in Government Operated or Contract Laboratories**

13. Scope.

This part of the Provisions covers qualification testing in a laboratory operated by or under contract to the government to perform tests. This part is supplementary to and does not supersede or waive the basic provisions outlined in Part 1 of the Provisions.

14. Costs.

Samples for testing will be supplied by the applicant at no expense to the government. The cost of the tests to be borne by the applicant, if any, will be stated in the letter authorizing the tests. The government will not be responsible for any expense resulting from:

- a. Shipment of the samples to or from the laboratory.
- b. Damage during test.
- c. Damage or loss of sample while at the laboratory.

15. Submittal of product for test.

The product will be forwarded for test in accordance with the shipping instructions furnished in the letter authorizing the tests. The product shall be accompanied by adequate operating instructions so that the tests may be properly conducted without undue delay. Testing will be undertaken as promptly as practicable after authorization. The following rules will apply:

- a. Time of test will be set at the convenience of the government. The applicant will be permitted to observe the test, provided permission is obtained in advance from the laboratory.
- b. The applicant will be permitted to make repairs and replacements after the product has been received at the laboratory or place of test, prior to test, provided that it is evident that such repairs or replacements are required as a result of damage in shipment.
- c. Modifications will not be permitted in the laboratory except under unusual circumstances, and such cases will be referred by the laboratory to the preparing activity or authorized agent for decision as to whether or not the proposed changes will be permitted.
- d. The applicant will take no active part in tests conducted in government laboratories.

16. Discontinuance of test.

Qualification may be discontinued at the discretion of the testing laboratory at any time the product fails to meet any of the requirements of the specification.

17. Distribution of test data.

A copy of the test report or pertinent parts thereof will be furnished the manufacturer with the letter of notification of approval or disapproval. Copies of test reports may also be furnished by the qualifying activity to other federal activities and to the public upon request, provided the data does not fall under one of the exceptions to the Freedom of Information Act.

18. Disposition of samples after testing.

A copy of the test report or pertinent parts thereof will be furnished the manufacturer with the letter of notification of approval or disapproval. Copies of test reports may also be furnished by the qualifying activity to other federal activities and to the public upon request, provided the data does not fall under one of the exceptions to the Freedom of Information Act. Upon request from the applicant (including shipment instructions), samples will be returned after testing to the applicant "as is", at his expense, unless destroyed in testing.

**Part 3. Provisions Governing Qualification Test Laboratories Not Operated or Contracted by the Government**

19. Scope.

This part of the provisions covers qualification testing in a laboratory of the manufacturer or distributor either in-plant, under contract to him, or a combination thereof. This part is supplementary to and does not supersede or waive the basic provisions outlined in Part 1 of the Provisions.

20. Costs.

Samples for testing will be supplied by the applicant at no expense to the government. The government will not be responsible for any expense for conducting the tests or costs resulting from:

- a. Shipment of the samples to or from the place of test.
- b. Damage during test.
- c. Damage or loss of the product while at the place of test.

21. Application for test.

Application for test shall be made in accordance with the Basic Provisions (Part 1). In addition to the information and certification required by the Basic Provisions (Part 1), the following shall be furnished:

a. Location of plant or other facility at which tests are proposed to be performed. If more than one facility is available, list in the order of applicant's preference.

b. With the initial application only, a list and description of testing equipment proposed to be used, including the following:

(1) Applicable specification paragraph.

(2) Equipment name and manufacturer, including type or model number and serial or inventory number.

(3) Equipment accuracy, limits and latest date and place of calibration; frequency of calibration.

c. Agreement to be bound by all of the terms and conditions set forth in these Provisions.

22. Authorization for conducting qualification tests.

The preparing activity or its authorized agent as noted in section 6 of the specification will determine, upon the basis of the application and supporting information available to it, whether the facilities and equipment proposed by the applicant to be used for the tests are suitable. The preparing activity or its authorized agent will also determine whether the applicant in all other respects complies with the requirements of these provisions governing qualification. Successful applicants will be authorized in writing to conduct the qualification tests. Unsuccessful applicants will be apprised of the basis for rejection and may reapply upon the elimination of the cause of rejection.

23. Monitoring tests.

The test shall be monitored by a government representative when designated by the qualifying activity or its authorized agent. The test procedure shall be in accordance with the applicable specification. All tests required by the applicable specification shall be made.

24. Test reports.

Test reports shall be prepared by the testing laboratory as follows:

- a. Cover or title page. The cover or title page shall include the following information:
  - (1) Date of report.
  - (2) Test report number assigned by testing laboratory.
  - (3) Specification title, number, and date, including amendments and sheet numbers and dates.
  - (4) Name of manufacturer and addresses of home office and plant office.
  - (5) Authorization for testing (reference to the letter or test report number, authorizing the test).
  - (6) Name and location of testing laboratory.
  - (7) Purpose of test (qualification and requalification).
  - (8) Specification type, grade, class or other designator with corresponding applicant's designation.
- b. Abstract. A single page abstract noting the number of samples which failed and passed the tests.
- c. Basic section. The basic section shall contain the following:

## Appendix 6A - continued

(1) A listing and description of all test equipment used including the following:

(a) Applicable specification paragraph.

(b) Equipment name and manufacturer, including type or model and serial or inventory number.

(c) Date of calibration, if applicable.

(2) Summary test data sheets showing specification requirements and indicating whether each unit passed or failed. Individual heading should be included on original data sheets which will be forwarded to, and retained by, the qualifying activity or its authorized agent.

(3) A comparative listing of the test results; specification requirements by type, class, grade, or other specification designation; and the corresponding manufacturer's designation for each product so identified.

(4) Any curves, graphs, photographs, etc., as required by the qualifying activity or its authorized agent.

The test report shall be signed by a responsible officer or authorized representative of the testing laboratory or contractor. The report shall be prepared irrespective of whether the samples pass or fail the tests.

### 25. Submission and review of test report.

The testing laboratory shall prepare and forward the specified number of copies of the test report to the activity responsible for qualification or its authorized agent via the government representative who monitored the tests, when one is designated (see Paragraph 23 above). In lieu of specific instruction on number of copies, ten copies will be forwarded.

The government representative shall retain one copy of the report and forward the other copies to the activity responsible for qualification. Each copy of the report shall bear the government representative's certification as to its validity. This certification shall be in sufficient detail to indicate the extent of test observation of all tests; i.e., whether observation of the tests was on a full-time basis or on a surveillance or partial basis. The extent to which the government representative engaged in validating the tests shall be indicated by certifying, as appropriate, each section of the testing report reflecting test operations and conditions which he is able to observe during the monitoring of the qualification tests and examinations. Certification by the government representative that the tests were monitored shall not be construed as meaning that

the results are acceptable to the government for qualification of product. Certification signifies the government representative's judgement based on his observations and monitoring of the full testing requirements. The government representative's letter of transmittal shall contain his recommendation for action. The qualifying activity or its authorized agent will determine, on the

basis of the test report and such additional information available to it, whether the product conforms to the requirements of the specification.

26. Distribution of test data.

Copies of test reports may be furnished by the activity responsible for qualification to other federal activities and to the public upon request provided the data meets the criteria for such release under the Freedom of Information Act.

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## Chapter 7. Instructions for the Preparation of Federal Standards

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## Chapter 7. Instructions for the Preparation of Federal Standards

### Part 1. Introduction

#### 1. Scope.

This chapter provides the format and instructions for the preparation of federal standards as defined by the Federal Acquisition Regulations (FAR) Part 10 and paragraph 2 below. These standards are used as references in federal specifications and other government specifications.

#### 2. Types of Federal standards.

A standard establishes engineering and technical requirements for processes, procedures, practices and methods that have been adopted as standard. Standards may also establish requirements for selection, application and design criteria for material. Federal standards are prepared in response to program needs within current policy and procedures. Existing standards are categorized by function, which determines in part, the format most suited to their development and publication. The following categories reflect the general purposes for which federal standards are issued:

- a. Federal test method standards may consist of one or more standard federal test method(s) and the general provisions which prescribe the conditions under which the tests are to be made. When several test methods are developed in association with a "general" federal test method standard, the format and document numbering system are modified.
- b. Standards for terminology, including glossaries, abbreviations, symbols and codes.
- c. Standards for materials, procedures, and practices. These standards are created primarily to serve the needs of designers and to control the variety of items in the supply system. Included in this category are standards for type designators.

#### 3. Other government and voluntary standards.

Other government or industry standards, approved for use as references in federal specifications, are not subject to the requirements of this chapter. These "standard references", serving essentially the same purpose as federal standards, follow the format prescribed by the issuing organization at the time of publication, e.g., the American National Standards Institute, the American Society for Testing and Materials, Underwriters' Laboratories, and others. Because of the traditional cooperation of government and industry in the development of standards, these publications are now subject to requirements similar to those set forth in this chapter. When it is feasible to follow a common outline in the preparation of standards, technical readers' time is conserved by finding comparable information in the same relative position in the government, industry, or international standard.

#### 4. Metrication.

The metric system, which is the International System of Units (SI), is the preferred unit of weights and measures in standards (see chapter 5, paragraph 5 and chapter 3, paragraph 3).

## Part 2. General Instructions

### 5. Identification.

Federal standards are identified by numbers assigned by the GSA.

a. Published standards. Approved, coordinated, federal standards are identified by a number composed of the letters FED-STD followed by a hyphen and an Arabic number. The date of approval appears under the document number. The document number and date appear on each page of the standard.

b. Interim or tentative standards. GSA no longer issues "interim" or "tentative" federal standards. As an exception, tentative test methods are sometimes included in federal test method standards, provided:

(1) The preparing activity for the federal test method standard advises that a new standard test method is required to test for a characteristic common to items described in a number of different specifications, and that no nationally recognized test method is available for incorporation by reference without change. The preparing activity will draft or select the tentative test method, consult with the activities responsible for the specifications then known to be involved, and prepare a change notice for approval and issuance by GSA.

(2) The preparing activity agrees to begin formal coordination of the tentative test method at once with the military and civil agency coordinating activities designated by DoD and GSA, and to prepare a change notice showing supersedure of the tentative test method for approval and issuance by GSA.

c. Revision indicators. Except for "page revisions", (a form of amendment transmitted by change notice), a revised federal standard is one which is completely revised under the same number and title. Each successive revision is identified alphabetically by a capital letter placed after the standard number beginning with the letter "A". Revision indicators are assigned consecutively (A, B, C, etc., except that the letters I, O, Q, and S are not used). The same method is used to identify revised federal specifications .

d. Supersession data. Supersession data is located in the heading of the superseding federal standard, below the separation line which follows the date of the new or revised standard.

### 6. Content of federal standards.

In general, standards are developed in the following sequence:

a. Cover (cover page or "first page")

b. Foreword (when required)

- c. Preamble
- d. Contents page
- e. Text and illustrations
- f. Concluding material
- g. Appendices (if needed)
- h. Index (if needed)

## 7. Cover.

The cover or "cover page" includes the following information: the heading, the title, Federal Supply Class (FSC) or "area designation". Depending on the length and complexity of the standard, a formal design may be used, e.g., when separate pages are required for a foreword, or table of contents, or both, preceding the preamble and initial sections of the text. In very brief standards, the first page may also serve as the "cover", including the preamble and one or more sections. (See figure 7-1.)

a. Heading. The heading for federal standards includes the following:

(1) Measurement system identification indicates whether the standard is METRIC, INCH-POUND, or NOT MEASUREMENT SENSITIVE.

(2) Standard number with any revision indicators.

(3) The date of the standard is included except when the standard is a draft. Draft standards have the word "PROPOSED" in place of the date.

(4) Supersession data. Below the date place the word "superseding", and below that include the document numbers, up to three, of those documents which are superseded.

Example:

NOT MEASUREMENT SENSITIVE

FED-STD-111B

December 11, 1993

SUPERSEDING

FED-STD-111A

January 10, 1988

b. Draft federal standards. Drafts of proposed federal standards and draft revisions carry the following note at the top of the cover page (See figure 7-2):

“NOTE: This draft dated (date) prepared by (preparing activity) has not been approved and is subject to modification. DO NOT USE FOR ACQUISITION PURPOSES.”

c. Federal standards series identification. Federal standards have FEDERAL STANDARD centered above the title.

d. Title and modifiers. Titles indicate the scope of standards and are consistent with content. Item names in titles for standards conform to the Federal Item Name Directory or the Federal Catalog System, H6. When it is impracticable to use H6, titles are selected on the basis of agreement between standardization and cataloging organizations of the preparing activity, subject to GSA concurrence. The title appears at the top of the cover immediately below the series identification “FEDERAL STANDARD”.

e. Designation of FSC or “area assignment”. The FSC or “area assignment” appears in the lower right-hand corner of the cover.

#### 8. Foreword.

A foreword may be prepared to explain the reasons or purpose for the new standard or give background information in the case of a revised standard. The foreword may also include a brief resume of developmental history or statement of reason for a particular format or sequence in the presentation of specific requirements. If a foreword is included, it appears on a separate page preceding the preamble.

#### 9. Preamble.

The preamble is stated as follows:

The General Services Administration has authorized the use of this federal standard, by all federal agencies.

#### 10. Contents page.

The single word “CONTENTS” in capital letters heads the contents page or “Table of Contents”. The list of contents includes section and paragraph numbers and headings, and may include subparagraph identification, if desirable. Page numbers and captions or titles identify each figure, table, or listing. Appendices and indexes, if any, also are listed (see figure 7-3).

#### 11. Text and illustrations.

In general federal standards contain any or all of the following numbered sections:

a. Section 1: SCOPE

b. Section 2: REFERENCED DOCUMENTS

## c. Section 3: DEFINITIONS

d. Section 4: GENERAL REQUIREMENTS. This section includes statements of requirements, or descriptions of basic plan or scheme for setting up standards (particularly for series of abbreviations, symbols, codes, etc.).

e. Section 5: DETAILED REQUIREMENTS. This section contains a detailed statement of requirements or arrangement of material in logical sequence. Alternatively, a complex "General/Detailed" format may be used. This "slash-numbered" arrangement is described in chapter 5 part 10 for federal specifications and is similar to the federal test method standard format.

## f. Section 6: NOTES

When a standard does not contain one of the above sections in the document, enter "not applicable" beside the section title.

## 12. Concluding material.

The following concluding material is provided at the end of the document following any tables or figures:

- a. Civil agency coordinating activities.
- b. DoD interests
  - (1) Military coordinating activity or DoD waiver statement.
  - (2) Custodians, if any.
  - (3) Review and user activities, if any.
- c. Preparing activity.
- d. International interest, if required.

## 13. Appendices.

Appendices may be added to a standard for purposes of illustration, application, and general information relating to the standard. In other words, an appendix may serve somewhat as a "handbook" for users of the standard. An appendix is within the scope of the standard and is not inconsistent with the standard itself. As in the case of section 6 in a federal specification, mandatory features are not incorporated in appendices. Appendices are captioned and the sections numbered in multiples of 10, with paragraphs numbered 10.1, 10.2, etc., 20.1, 20.2, and so on.

14. Index.

Where the standard covers a subject having an extensive classification breakdown or is otherwise lengthy, an index is included. The index lists all key terms alphabetically and gives the page or section and paragraph numbers in which they are used with significance.

### Part 3. Text of Federal Standards

#### 15. Scope (Section 1).

The scope is a clear, concise statement of the range of technical subject matter covered in the standard.

a. Limitations. The principal statement of scope may be clarified by an additional sentence or sentences naming specific exclusions from the coverage of the standard.

b. Application. Include a subparagraph headed "Application" when it's needed to indicate the general field or particular area of use.

c. Classification. A breakdown of the items covered by the standard may be made by listing the identifying names of the types, classes, grades, sizes, etc., under which requirements of the standard are specified. When only one type, class, etc., is covered and so stated in the scope, omit the classification paragraph. Where the names in the breakdown do not provide self-evident definitions, include clarification in Section 3, definitions. The criteria for classification are as follows:

(1) *Type*. This term implies differences in like commodities or processes as to design, model, shape, etc., and generally are designated by Roman numeral, e.g., Type I, Type II.

(2) *Class*. This term provides additional categorization of differences in characteristics other than provided by type classifications. The term "class" does not constitute a difference in quality or grade, but covers specific, equally important uses, and generally is designated by Arabic numerals, e.g., Class 1, Class 2.

(3) *Grade*. This term implies differences in quality. Where practical, the first grade is the highest grade. Grade is generally designated by a capital letter, e.g., Grade A, Grade B.

(4) *Composition*. This term is used to classify commodities differentiated entirely upon the basis of chemical composition and generally are designated in accordance with accepted trade practices acceptable to the government.

(5) *Other classifications*. When the terms "types," "classes," "grades," and "composition," do not accurately differentiate between the items covered, other terms such as "style," "color," "form," "size," "weight," "power supply," "temperature," "condition," "unit," "enclosure," "duty," "insulation," etc., may be used.

#### 16. Referenced documents (Section 2).

Referencing is encouraged when it will eliminate the repetition of frequently used requirements.

a. Listing of references. Only specifications, standards, and other publications and drawings that form a part of the standard, or references which need to be considered, are listed under this section. Ordinarily, reference will not be made to a specific issue of a publication. The basic document number (with no revision letter or suffix) and the title is used to identify a referenced document. The listing of these publications are preceded by the notation:

The issues of the following documents in effect on the date of invitation for bids or request for proposal, form a part of this standard to the extent specified herein.

Use the current title of the referenced documents when developing or revising the standard. Group referenced documents are under appropriate headings such as "Government Documents" and "Non-Government Documents". Information on the availability of referenced documents is included in parenthetical sentences after each group of references. Statements regarding availability are the same as those stated in Chapter 5.

b. Government documents. Federal and military specifications and standards, and other government publications of wide use and readily available, are referenced in standards when necessary. Laws and regulations that automatically apply to everyone need not be referenced.

c. Non-Government documents. Reference may be made to specifications, standards, or other publications of technical societies and other non-Government agencies where they are widely recognized by industry and are accepted in their entirety by the using government agencies. Otherwise, that part of the non-Government publication that is acceptable and can be appropriately included, is made a part of the standard by reference or excerpt where it has been verified that there is no violation of copyrights. The extent of applicability is indicated in Sections 3, 4, or 5.

### 17. Definitions (Section 3).

Definitions of all key terms used in the standard are stated in sufficient detail for adequate clarity, unless the terminology is generally accepted and not subject to ambiguity or variant interpretation. Definitions may be included by reference to documents listed under Section 2. When the terminology in the standard is such that separate definitions are not required, Section 3 consists of the following statement:

The terms used in this standard are commonly understood by the technical community to which they apply, and are not used here in such a way as to introduce new or limited meanings.

### 18. General statement of requirements (Section 4).

Statements of requirements to be entered under this section include characteristics common to the area covered. When considerable detail is required to present such common characteristics, it may be preferable to place related groups of details under appropriate headings in Section 5, Detailed Statement of Requirements.

19. Detailed statement of requirements (Section 5).

All essential statements of requirements for the item covered are stated in this section. In the case of physical items, performance requirements, material (including chemical and physical characteristics as applicable), dimensions, weight, color, marking and quantity are clearly specified. The standard includes only those characteristics that can be confirmed by reliable quality criteria or test equipment.

20. Notes (Section 6).

When Section 6 is included, it contains information of a general or explanatory nature. It is designed to assist in determining the applicability of the standard and supersession data. This section includes the following in the order listed, as applicable:

- a. Intended use.
- b. Data requirements list and cross-reference.
- c. Government-furnished and government-loaned property (if appropriate).
- d. Patent notice.
- e. Subject term (key word) listing.
- f. Identification of changes.

21. Revisions.

Complete revisions are prepared when the changes in a standard are of considerable length in relation to the current basic issue. When the standard is revised, the entire contents are analyzed and brought up to date. Revisions are prepared in the format outlined herein for standards, except that the document number is followed by the revision indicator. Revisions of standards include asterisks or vertical lines at the margins of the pages to indicate where changes have been made with respect to the previous issue. When the number is too extensive the appropriate note (see chapter 5, paragraph 5-54) is included in section 6.1.

22. Amendments.

Do not amend federal standards.

23. Change notices and page revisions.

A change notice that forwards completely revised pages on which the changes are made, makes minor changes in a standard.

a. Change notices. Change notices are identified by the same number and title as the standards they affect, along with an Arabic change notice serial number. (See figure 7-4.) These notices, and the new or revised pages appended to them, are not cumulative. Change notices contain the following statement in the upper left side of the page:

“CHANGE NOTICES ARE NOT CUMULATIVE AND SHALL BE RETAINED UNTIL THE STANDARD IS REVISED.”

b. Page revisions. Revised pages are prepared in the same manner as pages for a new standard. If an additional page is to be inserted in revising a page or pages, it is identified by the preceding page number followed by the letter “a”, and a second inserted page “b”, e.g., pages 8a and 8b would follow page 8 as inserted pages. (See figure 7-4.) A note, “Supersedes page (no.) of (date)”, is placed in the lower left corner of each revised page. A change notice is prepared for all the page revisions issued at one time. Conversely, a page revision is not issued without an accompanying change notice.

(1) Pages transmitted by notices are either new pages or replacements for stipulated pages issued in the basic document or by previous change notices. When new pages are entered in the standard, the latest notice will be retained as a check sheet and all previous notices may be discarded.

(2) Change notices are not cumulative, and therefore do not include supersession data.

#### 24. Cancellation notice.

A cancellation notice is prepared when a standard is no longer required (see figure 7-5). The preparing activity issues a cancellation notice following coordination and approval of the custodians, review, and user activities. The notice specifies any superseding document.

#### Part 4. Federal Test Method Standards

##### 25. Scope.

This part prescribes procedures for the use of test method standards.

##### 26. Federal test method standards.

Federal standards are issued, when required, to prescribe test methods for a designated range of products.

a. General provisions. The basic federal test method standard and general provisions thereof are identified by the assigned number and the latest revision indicator if any, a diagonal, (also known as a virgule, solidus, slant, slash or slash mark) (/) and the letters "GEN". An example is FED. TEST METHOD STD. 601A/GEN. This number and the approval date for that revision is located in the top right corner of the cover and at the top of each page of the general provisions, including the contents page, i.e., all pages preceding the first individual standard test method.

b. Standard test method. Each standard test method included in a federal test method standard is identified by the basic (general) standard number without revision indicator, diagonal (/), and the number of the individual standard test method, e.g., FED. STD. TEST METHOD 601/3061, followed by the date of approval. This number and date is placed at the top right corner of odd pages and the top left corner of even pages. When the test method is revised, its approval date is updated to reflect the approval date of the change notice, and a revision indicator is added or adjusted as noted hereafter. When the entire standard is revised, all updated test methods bear the date of the revision. Test methods that have not been updated but are validated as being current, also bear the date of the revision. An appropriate numbering system is used which provides consecutive revision indicators for each method. For example, if the original issue of a method is numbered 1100, the first revision of this method will be 1100.1, and so on.

##### 27. Approved industry test methods.

The Federal Government uses nationally recognized industry standard test methods instead of developing new and duplicative federal test method standards, when the industry standards include all essential requirements of the federal agencies involved. This policy is not to be misused to diminish either the government's or the supplier's responsibility for testing products with respect to hazards, safety features, performance, and any other essential characteristics. Industry standard test methods are utilized only when they are fully applicable, current, and available. Industry standards which include some, but not all, of the government's requirements, or are applicable only in part, may be incorporated by reference in federal test method standards.

**METRIC**

FED-STD-376B

January 27, 1993

SUPERSEDING

FED-STD-376A

May 5, 1983

PREFERRED  
METRIC UNITS  
FOR  
GENERAL USE  
BY THE  
FEDERAL  
GOVERNMENT

FSC MISC

Figure 7-1. Cover or "Cover Page" of a federal standard

NOTE: This draft dated January 31, 1993, prepared by GSA-FSS has not been approved and is subject to modification. DO NOT USE FOR ACQUISITION PURPOSES.

**METRIC**

FED-STD-123G

PROPOSED

SUPERSEDING

FED-STD-123F

May 15, 1991

FEDERAL STANDARD

MARKING FOR SHIPMENT (CIVIL AGENCIES)

The General Services Administration has authorized the use of this federal standard by all federal agencies.

NOTE: This draft dated October 13, 1993, prepared by GSA-FSS has not been approved and is subject to modification. DO NOT USE FOR ACQUISITION PURPOSES.

**METRIC**

FED-STD-123G

PROPOSED

SECOND DRAFT OF

OCTOBER 13, 1993

SUPERSEDING

FIRST DRAFT OF

JANUARY 31, 1993

FEDERAL STANDARD

MARKING FOR SHIPMENT (CIVIL AGENCIES)

The General Services Administration has authorized the use of this federal standard by all federal agencies.

Figure 7-2. Draft of a federal standard and a revised draft

## Table of Contents

	<u>Page</u>
1. Scope.....	1
2. Authoritative Document .....	1
3. Definitions .....	1
3.1 SI Units .....	1
3.2 Inch-pound Units.....	1
4. General Requirements .....	1
4.1 Preferred Metric Units .....	1
4.2 Accepted Units.....	4
4.3 Unacceptable Metric Units .....	4
4.4 Conversion .....	6
4.5 Rounding.....	6
5. Detailed Requirements .....	8
5.1 Quantities of Space and Time .....	9
5.2 Quantities of Mechanics .....	13
5.3 Quantities of Heat .....	17
5.4 Quantities of Electricity and Magnetism .....	18
5.5 Quantities of Light and Related Electromagnetic Radiation .....	19
5.6 Quantities of Radiology.....	20
Bibliography.....	21
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Note: A table of contents, or index, or both, is required only when warranted by the length and complexity of the standard. "Books" of standard test methods applicable to closely related products originally include alphabetical and numerical lists of such test methods. Generally, federal standards will cover one subject, briefly, with such expository section and paragraph headings as to obviate the need for either a "CONTENTS" page or an index.

Figure 7-3. Contents page for a federal standard

CHANGE NOTICES ARE NOT CUMULATIVE  
AND SHALL BE RETAINED UNTIL SUCH  
TIME AS THE STANDARD IS REVISED

FED-STD-XXXX  
CHANGE NOTICE 1  
January 22 1994

FEDERAL STANDARD

METRICATION GUIDE FOR FEDERAL AGENCIES

The following changes, which form a part of FED-STD-XXXX, dated July 5, 1976, are approved by the General Services Administration, for use by all federal agencies.

REMOVE: Page 8 of July 5, 1976

ADD: Pages 8, 8a, and 8b of January 22, 1994

RETAIN THIS CHANGE NOTICE AND PLACE IT BEFORE THE FIRST PAGE OF THE STANDARD.

FSC MISC

FED-STD-XXXX. July 5, 1976  
CHANGE NOTICE 1, January 22, 1994

8

Supersedes page 8 of July 1976, in part: see pages 8a and 8b

FED-STD-XXXX  
July 5, 1976  
CHANGE NOTICE 1  
January 22, 1994

8a

Supersedes page 8 of July 5, 1976, in part; see pages 8 and 8b

Figure 7-4. Change notice to a federal standard (pages inserted)

NOTICE  
OF CANCELLATION

FED-STD-XXXX  
NOTICE 1  
February 9, 1994

FEDERAL STANDARD

CLOSING, SEALING AND REINFORCING OF FIBERBOARD  
SHIPPING BOXES, GENERAL METHODS FOR

Federal Standard XXXX, dated January 11, 1972, is hereby canceled without replacement.

Preparing activity:  
GSA-FSS

FSC PACK

Figure 7-5. Cancellation Notice

### Activity

One of the organizational elements of the Military Departments, Defense Agencies, or Civil Agencies.

### Activity, Civil Agency Coordinating.

A federal civil activity on record as responsible for the review of proposed revisions, amendments, or cancellation of a particular federal product description.

### Activity, Military Coordinating.

The military activity responsible for coordinating, reconciling, and collating the military comments for the DoD on a federal product description prepared by a federal civil agency under an established project. Military coordinating activity also identifies the military activity responsible for coordination of a non-Government standardization document in the DoD.

### Activity, Preparing.

The activity (organizational unit) within an assigned agency responsible for the development and maintenance of a federal product description.

### Activity, Qualifying.

The activity designated in the specification as responsible for qualification testing and the technical and administrative matters necessary to develop and maintain a QPL. The preparing activity for the specification is usually the qualifying activity.

### Agency, Assigned.

The federal agency to which the responsibility for the preparation and maintenance of a federal standardization document is assigned by GSA.

### Assigned Agency Plan.

GSA managed plan that provides leadership to federal agencies on the development and issuance of Federal product descriptions. It includes assignments of responsibility for projects to develop, coordinate and maintain these documents.

### Area Assignment/Designation.

Standardization areas provided as guidance in categorizing documents not susceptible to categorizing in the Federal Supply Classification system. Examples are PACK (packaging, packing, preservation and transportability) and ENVR (environmental requirements and related test methods).

### Brand Name Description.

A product description that identifies a product by its brand name, model or part number, and required salient characteristics.

## Definitions - continued

---

### Brand Name or Equal.

A product description that references all brand name products known to be acceptable and of current manufacture and includes required salient characteristics.

### Civil Agency.

A federal agency other than the Department of Defense.

### Comment, Essential.

A comment supported by a justification covering requirements or provisions that must be adopted or reconciled if the document is to be usable by the commenting activity.

### Comment, Suggested.

A comment covering changes considered desirable but not essential. Comments on format, grammar and punctuation normally will be suggested comments.

### Commercial Item Description (CID).

An indexed simplified product description managed by GSA, that describes by function, performance, or essential physical requirements the available, acceptable commercial products that will satisfy the government's needs.

### Commercial product.

An item of a type customarily used for nongovernmental purposes, and has been sold, leased or licensed to the general public (or offered for sale, lease or license). This includes items that will be available commercially in time to satisfy government needs, as well as items with minor modifications that do not significantly alter their nongovernmental function or essential physical characteristics.

### Coordination.

The process of having standardization documents reviewed and commented on by government and private sector organizations.

### Custodian.

The activity responsible for coordination and the subsequent development of a consolidated position on standardization projects within its own Department/Agency.

### Department of Defense Index of Specifications and Standards (DoDISS).

A publication that lists defense and federal specifications and standards, guide specifications, defense handbooks, commercial item descriptions, adopted nongovernment standards, and other related standardization documents used by the DoD. The DoDISS is a printed subset of information from the DoD ASSIST database [[www.dodssp.daps.mil](http://www.dodssp.daps.mil)].

### Distributor.

Anyone authorized by the manufacturer to distribute the manufacturer's product. This also includes the distributor authorized by the manufacturer to rebrand and distribute the manufacturer's rebranded product under the distributor's own brand.

**Federal Documents.**

A generic term for documents used in the Federal Standardization Program. Federal documents include federal specifications, standards, commercial item descriptions, and purchase descriptions.

**Federal Product Description (FPD).**

The collective term for federal specifications, interim federal specifications, qualified products lists for federal specifications, federal standards, and commercial item descriptions.

**Federal Food Standardization Document Handbook.**

A reference document issued by the Department of Agriculture for use by all Federal agencies involved in the development of Federal Supply Group 89, food product descriptions.

**Federal Supply Classification (FSC) Classes.**

Four-digit codes for groups of commodities, prescribed by Cataloging Handbook H2, Federal Supply Classification, Groups and Classes.

**Index of Federal Specifications, Standards, and Commercial Item Descriptions.**

The GSA publication of federal specifications, standards, and commercial item descriptions, including supplements.

**Industry.**

Business firms and trade associations or organizations concerned with or interested in the product or products covered or being considered for coverage by a specification, standard or CID.

**Item Standardization Codes (ISC).**

The coding structure that identifies items as either "authorized for acquisition" or "not authorized for acquisition".

**Item Reduction Study.**

An analysis to identify unneeded items currently in the supply system. This involves a technical review of supply items to identify duplicating or overlapping items. It leads to a reduction in a number of similar items.

**Manufacturer.**

The actual producer (domestic or foreign) of a product.

**Market research and analysis.**

The process used to ascertain and analyze the range and quality of available commercial products to determine whether they meet government user needs and to identify the market practices of firms engaged in producing, distributing and supporting such products.

## Definitions - continued

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### Metrication.

Any act tending to increase the use of the metric system (SI) whether it be increased use of metric units or of engineering standards that are based on such units.

### Metric, Hard.

The use of only metric measurements and standard metric sizes in specifications, standards, supplies, and services. Hard conversion to metric may change physical dimensions.

### Metric, Soft.

The result of mathematical conversion of inch-pound measurements to metric equivalents in specifications, standards, supplies, and services. The physical dimensions are not changed.

### Metric System.

The International System of Units Le Systeme International d'Unites (SI) of the International Bureau of Weights and Measures. The units are listed in Federal Standard 376B, Preferred Metric Units for General Use by the Federal Government.

### Nondevelopmental item.

A product available to the government with little or no development effort required by the government.

### Nongovernment standard (NGS)

A national or international standardization document developed by a private sector association, organization, or technical society. This does not include standards of individual companies.

### Packaging.

The requirements for the preservation, packing, unitization, palletization and marking for supplies and equipment. It includes the minimum requirements for physical and mechanical protection and provides for multiple handling, shipment by any mode, and limited storage of up to 1 year in enclosed facilities without damage to the product.

### Preparing activity.

The DoD activity or civil agency responsible for the preparation, coordination, issuance and maintenance of a standardization document.

### Product.

The term "product" includes materials, parts, components, subassemblies, equipment, accessories, and attachments.

### Product description.

The generic term for documents used for acquisition and management purposes. Product descriptions include specifications, standards, commercial item descriptions, purchase descriptions, brand-name purchase descriptions and voluntary standards.

**Project, Standardization.**

A formally established effort with a defined scope to achieve, through established procedures and channels, any of the objectives of the Federal Standardization Program.

**Purchase description.**

A product description prepared for onetime use, or for small purchases, or when development of a standardization document is not cost effective, or to satisfy a customer's need for a brand name item. Unlike federal product descriptions, purchase descriptions are not published or indexed.

**Qualified product.**

A product that has been examined, tested, and listed on, or approved for listing on, the applicable federal QPL.

**Qualified products list (QPL).**

A list of products that have met the qualification requirements stated in the applicable specification, including appropriate product identification and test or qualification reference, with the name and plant address of the manufacturer and distributor, as applicable.

**Specification.**

A document prepared specifically to support acquisition that clearly and accurately describes the essential technical requirements for purchased material or products, and the criteria for determining whether the requirements are met.

**Specification, Departmental.**

A specification prepared by, and of primary interest to, a particular federal agency, but which may be used by other federal agencies.

**Specification, Design.**

A design specification is a prescription for something. In a design specification, the Government tells the contractor exactly what to do, without necessarily specifying the use of the end product.

**Specification, Federal.**

A specification issued or controlled by GSA and listed in the General Services Administration's Index of Federal Specifications, Standards, and Commercial Item Descriptions.

**Specification, Functional.**

A performance specification that describes the intended use of the product. It may include a statement of the qualitative nature of the product required, and may set forth those minimum essential characteristics and standards to which the product must conform if it is to satisfy its intended use.

**Specification, Interim Federal.**

A potential federal specification issued in interim form for optional use by all federal agencies. Interim amendments to federal specifications and amendments to interim federal specifications are included in this definition. These documents are issued and controlled by the General

## Definitions - continued

Services Administration and are listed in the GSA Index of Federal Specifications, Standards, and Commercial Item Descriptions.

### Specification, Performance.

A document that describes the functional parameters and performance limits, without design details, to satisfy an intended use of a product. It often is a description of a form, fit and function requirement but it is not descriptive of how an item is to be produced.

### Specification, Proposed Federal.

A proposed federal specification is a document that is prepared or selected as the draft for coordination prior to its publication as a federal specification. This definition includes: a draft prepared for this purpose and specifically precluded from use in procurement; a departmental specification used without change as the draft for coordinated conversion to a federal specification; or an interim federal specification used without change as the draft for coordinated conversion to a federal specification.

### Standard.

A document that establishes engineering and technical requirements for processes, procedures, practices and methods that have been adopted as standard. Standards may also establish requirements for selection, application and design criteria for material.

### Standard, Departmental.

A standard prepared by, and of interest primarily to a particular federal agency, but which may be used in procurement by other agencies.

### Standard, Federal.

A standard, issued in the federal series, which is mandatory for use by all Federal agencies. These documents are issued or controlled by the General Services Administration and are listed in the GSA Index of Federal Specifications, Standards, and Commercial Item Descriptions.

### Standard, Interim Federal.

A potential federal standard issued in interim form for optional use by all Federal agencies. These documents are issued or controlled by the General Services Administration, primarily for use in the telecommunication functional area.

### Standardization.

The adoption and use (by consensus or decision) of engineering criteria to achieve the objectives of the Federal Standardization Program.

### Standardization Directory, (FSC Class and Area Assignments), DoD publication SD-1.

A document issued quarterly by the Department of Defense, Office of the Assistant Secretary of Defense (Production and Logistics), that lists standardization responsibility assignments by FSCs and Areas, and the addresses of the DoD offices and federal civil agencies participating in the Standardization Program.

**Standard, Regulatory.**

A standard issued by a regulatory agency pursuant to an Act of Congress and thus mandatory for all federal agencies. Such standards are usually published in the Federal Register and incorporated in the Code of Federal Regulations.

**Status of Standardization Projects, DoD Publication SD-4.**

A document prepared by the DoD and issued quarterly showing the status of standardization projects undertaken by the military services and defense agencies.

**Testing Laboratory.**

A laboratory having the necessary facilities, equipment, and competence to perform the qualification examination and testing. This laboratory may be one of the following:

- (1) Government operated or contract laboratory. A laboratory operated or under contract to the government.
- (2) A laboratory accredited by a government agency.
- (3) Laboratory not operated, contracted for, or accredited by government. A laboratory of the manufacturer or distributor either in-plant or under contract to him.

**Validation.**

The process by which the preparing activity for a document determines that an overage document is still required, meets the users' needs, and continues to reflect accurate and current requirements.

**Voluntary Standard.**

A consensus document developed by a private sector association, joint industry/government partnership, organization, or technical society that plans, develops, establishes, or coordinates standards, specifications, handbooks, or related documents. This term does not include standards of individual companies. In this manual, the term voluntary standard is synonymous with nongovernment standards except for joint industry/government standards, and includes, but is not limited to, voluntary consensus standards (i.e., those developed by standards bodies characterized by openness, balance of interests, due process and an appeals process).

## Abbreviations and Acronyms

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AIN	Approved Item Name
ASTM	American Society for Testing and Materials
CFR	Code of Federal Regulations
CID	Commercial Item Description
DLA	Defense Logistics Agency
DoD	Department of Defense
DoDISS	Department of Defense Index of Specifications and Standards
FAR	Federal Acquisition Regulations
FPD	Federal Product Description
FPMR	Federal Property Management Regulations
FR	Federal Register
FSC	Federal Supply Class
FSG	Federal Supply Group
GSA	General Services Administration
ISC	Item Standardization Code
LSA	Lead Standardization Activity
MA	Market Acceptability
MAS	Multiple Award Schedule
NATO	North Atlantic Treaty Organization
OFPP	Office of Federal Procurement Policy
OMB	Office of Management and Budget
PIN	Part Identification Number
QPL	Qualified Products List
SI	International System of Units