



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO

DESC-BQ

October 7, 2003

MEMORANDUM FOR COMMANDERS, DEFENSE FUEL REGIONS/OFFICES
ATTN: Quality Managers

SUBJECT: Quality Assurance Advisory DESC-BQ 2003-06
Guidance for Employing Certificate of Conformance (CoC)

When FAR 52.246-15, Certificate of Conformance (CoC), is invoked in a contract (e.g. E3 Clause), the Contract Administration Office (CAO) can authorize supplies or services to be rendered under CoC procedures. CoC procedures allow the Contractor to self certify shipments in lieu of a DESC Quality Assurance Representative (QAR) performing source inspection and/or acceptance. Past quality performance of contracted activity forms the basis of this CoC determination.

Authorizing CoC is a two-step process. The Procuring Contracting Officer (or Administrative Contracting Officer) takes the first step by including CoC authority in solicitations/contracts. The Contract Administration Office (CAO) performs the second step by granting written permission for CoC to be used.

CoC is not to be confused with Alternate Release Procedures (ARP). ARP is an internal quality surveillance tool that involves continued source inspection (typically of batch tank) while CoC procedures become the sole basis for the contractor to ship. A brief powerpoint presentation detailing CoC and ARP procedures and differences is attached to this policy letter and should be provided to all members of the DESC Quality team to help familiarize them with specific CoC procedures.

The following CoC guidelines apply to all DESC administered contracts:

- a. The Contracting Officer may issue a CoC upon award based on prior quality history. This discontinues source inspection by the Government Quality element for those orders or full contract as designated.
- b. When inspection responsibilities have been assigned to the DESC Quality Assurance Representative (QAR) at source, new Contractors shall not be placed on CoC until the assigned QAR collects successful quality performance data.
- c. Quality performance data shall be provided with the assigned QAR's CoC recommendation to the regional DESC Quality Manager.



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- d. Quality Managers issue written CoC authorization (see attached sample ltr.).
 - e. CoC authorization letters issued by regional Quality Managers shall be info copied to the appropriate DESC CAO contract element and the assigned QAR.
 - f. CoC may be granted immediately after contract award if contractor history is known.
 - g. CoC does not prejudice the Governments right to inspect supplies or services under the inspection provisions of the contract.
 - h. CoC may be revoked at any time. Normally it will be revoked due to valid customer complaints.
 - i. Contractor documents CoC shipments on DD Form 250's in accordance with FAR 52.246-15 and DFARS Appendix F-301.
3. Point of contact for this policy is Rod Fischer, DSN 945-2503, com. (210) 925-2503, email "rodney.fischer@dla.mil".



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