

SYSPARS
Parts Management Plan Module
Suggested Structure

- 1 Cover Page. General cover page content.
 - 1.1 Approved By Signature List. Capture list of approval signatures needed for Plan.
 - 1.2 Record of Revision. Track revision history
- 2 Scope.
 - 2.1 Objective. Define objective of this plan
 - 2.2 Applicability. Define what program/system this plan applies to.
 - 2.2.1 Applicable Part and Material Categories. Define what type of parts, materials, and/or processes this plan applies to.
 - 2.2.2 Applicable Documents. List specifications, standards, handbooks, etc., that form a part of this Plan to the extent specified herein.
 - 2.3 Definitions. Define appropriate terms used in Plan.
- 3 Parts Management Infrastructure. This section details the enabling resources and capabilities available for the program.
 - 3.1 Parts Team Participants. List the representatives from the specific organizations that will participate as core members of the Parts Team, this includes customer participation. (The Parts Team is typically responsible for the overall parts management program)
 - 3.2 Tasks and Responsibilities. Describe the tasks the Parts Team is responsible for (e.g., coordinate/execute part selection & approval process, subcontractor management, tin whisker risk mitigation, ect.).
 - 3.3 Parts Team Meetings. Detail how the Parts Team will interface.
 - 3.4 Parts Management Tools. Identify the primary tools available to assist the Parts Team and parts management process such as a corporate preferred parts baseline, Defense Parts Management Portal, etc.
- 4 Parts Management Operations. This section details how the infrastructure elements will be applied to the program.
 - 4.1 Part Selection Process. Describe the parts selection process, including the order of preference.
 - 4.1.1 Specific Part Type Selection Criteria. Detail any part restrictions or specific selection criteria by part type/commodity that applies to this program.

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- 4.2 Part Approval Process. Describe the authorization process to use parts on this program.
- 4.3 Part Documentation. Detail the part level documentation necessary for this program.
- 4.4 Part and Supplier Quality. Describe provisions for assessing part suppliers and part quality.
- 4.5 Obsolescence Management. Describe the proactive process used to mitigate obsolescence risk and procedures for reacting and achieving solutions to obsolescence impacts as they occur.
- 4.6 Substitute and Alternate Part Procedures. Describe the process for the management, definition, and documentation of substitute and alternative parts.
- 4.7 Parts List. Detail how and when initial and updated parts list(s) will be submitted to the Government.
- 4.8 Additional Elements. Detail the processes for addressing those additional elements not specifically mandated by MIL-STD-3018 but relate to parts management and are relevant to this program. These can include such elements as tin whisker mitigation, part derating, counterfeit parts process, etc.
- 4.9 Subcontractor Management. Describe the procedures that ensure subcontractor furnished equipment satisfies the parts management objectives for this program.

Appendix A – Acronyms