

**Q261: Compliance Matrix (CM)****Effective Date: 02/13/2020**

The application of this Quality Clause is a result of the Aerojet Rocketdyne risk ranking of the product you are quoting or are under contract for. The requirements of this Quality Clause must be planned for and complied with unless contractually waived by Purchase Order (P.O.) direction.

**Overview:**

The Compliance Matrix (CM) provides detailed specific traceable compliance to all design and purchase order requirements in the sellers build documentation. It is used in conjunction with the First Article Inspection (FAI) Plan and Report but does not take place of the FAI.

**Details:****Compliance Matrix (CM)**

The seller is expected to complete the compliance matrix prior to initiating production (using the Aerojet Rocketdyne provided template: [QMA-F-7.08.06.034](#)) with the following information:

- 1) An extracted list of all drawing, specification and purchase order (quality) requirements
- 2) Materials/part numbers required to make the evaluated part number
- 3) Detailed specific traceability to the documents that make and verify the extracted features including the methods used to verify compliance to the requirement.
- 4) Specific tooling required to create or validate the features
- 5) Training required to create or validate the features
- 6) All other items included on the CM template (except for the results information)

The seller submit the completed CM (minus results) via email to the AR buyer for review and approval

AR reviews the CM to ensure that it captures all requirements. Typical turnaround time for completing the AR review is 7 days. Incomplete or otherwise noncompliant CMs are returned to the seller for correction.

Once AR approves the CM, the seller is authorized to use it for capturing actual results.

The seller captures all actual results, verifies compliance to all requirements and sends to AR for final review/approval.

AR reviews the CM to ensure that it complies with all requirements. Typical turnaround time for completing the AR review is 7 days. Incomplete or otherwise noncompliant CMs are returned to the seller for correction with a list of corrections required.

**CM Closure**

Action items related to the CM shall be created and tracked to closure. Completion of the CM shall result in the seller being approved for production, conditionally approved (pending action item closure), or disapproved/requiring further review.

Once AR approves the CM, "No change" (via Quality Clause AR1) is applied to the Compliance Matrix and all information/documentation/processes associated with the CM activities. The seller shall lock down all related paper & processes and only make changes authorized by AR.

---

This document is an integral part of the contract (purchase order) in which referenced.  
**Applicable Revision:** The revision in effect at the time the purchase order is placed.