

GENERAL ATOMICS ELECTROMAGNETIC SYSTEMS

DELIVERABLE DOCUMENTATION/DATA ITEM SUBMITTAL INSTRUCTIONS

Contractor: General Atomics
Address: PO Box 85608
San Diego, CA 92186-5608

Only the released version of this document in GA-EMS Windchill is controlled.
All other versions, both electronic and hard copies, are for reference only.

Title: Deliverable Documentation/Data Item Submittal Instructions	Number: 49200P00002	Revision: E
---	-------------------------------	-----------------------

REVISION HISTORY

Revision	Date	Description of Change
A	2019/08/15	Initial Release
B	2025/06/09	ECN-120302: Updated entire document to be in Product-base general doc template format (work instruction) and not a Business Instruction form format; updated to be consistent with most current processes.
C	2025/12/22	ECN-124147: GA-EMS electronic file transfer protocol changed from "Workspaces" to "BOX".
D	2026/02/24	ECN-124844: Updated entire document to conform to GA-EMS Order language and GA Company Policies.
E	2026/08/20	ECN-128609: Updated to remove the cover "DESTRUCTION NOTICE" verbiage per Quality Assurance (QA) Management direction.

POINT OF CONTACT

Title	Contact Information
Lead Author	Name: Kenneth Koseki Phone: 858-676-1470 E-mail: Kenneth.Koseki@ga.com
Responsible Manager	Name: Brown McDowell JR Phone: 858-964-6980 E-mail: Brown.McDowell@ga.com

Title: Deliverable Documentation/Data Item Submittal Instructions	Number: 49200P00002	Revision: E
---	-------------------------------	-----------------------

TABLE OF CONTENTS

REVISION HISTORY ii

POINT OF CONTACT ii

ACRONYMS iv

1 INTRODUCTION 1

2 APPLICABLE/REFERENCE DOCUMENTS 1

3 REQUIREMENTS 1

4 SUBMITTAL METHODS 2

LIST OF TABLES

Table 1. Applicable/Reference Documents 1

Title: Deliverable Documentation/Data Item Submittal Instructions	Number: 49200P00002	Revision: E
---	-------------------------------	-----------------------

ACRONYMS

Acronym	Definition
CDM	Configuration and Data Management
Doc.	Document
ECN	Engineering Change Notice
GA	General Atomics
GA-EMS	General Atomics Electromagnetic Systems
N/A	Not Applicable
No.	Number
QA	Quality Assurance
Rev	Revision
SOW	Statement of Work

Title: Deliverable Documentation/Data Item Submittal Instructions	Number: 49200P00002	Revision: E
---	-------------------------------	-----------------------

1 INTRODUCTION

The purpose of this document is to outline the procedure and requirements for suppliers ("Seller") to submit deliverable documentation and/or data items ("Documentation") for Orders issued by General Atomics (GA) in support of General Atomics Electromagnetic Systems (GA-EMS) Group ("Buyer"). As specified in the Order, Seller shall submit all Documentation required under the Order according to the instructions herein.

2 APPLICABLE/REFERENCE DOCUMENTS

Table 1 lists the applicable/reference material for this document.

Table 1. Applicable/Reference Documents

Doc. Number	Doc. Title
09492L00008	GA-EMS Standard Quality Clauses
EMS-0364	Supplier Document Reuse Request

3 REQUIREMENTS

- 1) All Documentation shall be submitted to Buyer prior to delivery per Appendix B of 09492L00008 as required.
- 2) After submitting Documentation send an e-mail to ems_cm@ga.com informing that the Documentation has been submitted.
- 3) All correspondence with GA-EMS Configuration and Data Management (CDM) using submittal methods 1) and 2) shall include the following:
 - Seller's contact information
 - Buyer's Order number
 - Buyer's Statement of Work (SOW) number (if applicable)
 - Buyer's Authorized Purchasing Representative's full name
- 4) Unless otherwise specified in the Order, the Documentation listed shall be legible and accessible in one of the formats specified below:
 - Reports, presentations, spreadsheets – Compatible with Microsoft Office 2007
 - Schedules – Compatible with Microsoft Project 2010
 - Electronic drawings – Readable with Adobe Acrobat Reader 9.0
- 5) Seller shall:
 - Provide all applicable passwords to unlock and/or unprotect Documentation
 - Ensure no Documentation contain proprietary or restrictive markings
 - Resubmit any Documentation rejected by Buyer after sufficient rework using one submittal methods (above).

Title: Deliverable Documentation/Data Item Submittal Instructions	Number: 49200P00002	Revision: E
---	-------------------------------	-----------------------

- 6) In some instances, it may be permissible to reuse certain Documentation previously approved by Buyer under a prior Order. In such instances, Seller shall obtain prior written approval from Buyer *before data reuse submission*. Seller shall submit all requests for data reuse to GA-EMS CDM with a copy to Buyer's Authorized Purchasing Representative specified in the Order. Seller shall use the most current version of Form EMS-0364 for all data reuse requests, which can be obtained from Buyer's Procurement website at:
- <http://www.ga.com/quality-assurance>

4 SUBMITTAL METHODS

Seller shall submit all Documentation specified in the Order to GA-EMS CDM electronically with concurrent notification to Buyer's Authorized Purchasing Representative specified in the Order using one of the following secure methods:

- 1) **Electronic File Transfer Protocol:** Contact GA-EMS CDM at ems_cm@ga.com to setup an account. This is Buyer's preferred method.
- 2) **ProjectLink:** Contact Buyer's Authorized Purchasing Representative to initiate an upload.

NOTE: Distributors may provide documentation specified by the Order with the shipments, except noting that Distributors of raw material shall comply with QC 259 when specified in the Buyer's Order.



P.O. BOX 85608 SAN DIEGO, CA 92186-5608 (858) 455-3000