



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVENUE  
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY REFER TO

4855

Ser 04XQ-AIT-15-001

13 Jan 2015

Cape Henry Associates, Inc.  
Attn: Mr. Edward Myers, Jr.  
Quality Management Director  
1206 Laskin Road, Suite 100  
Virginia Beach, VA 23451

Dear: Mr. Myers

The Cape Henry Associates Quality System Manual, Revision B, dated 9 January 2015 and associated quality procedures have been reviewed to ensure the requirements of the NAVSEA Technical Specification 9090-310F, Appendix C and Fiscal Year 2015 NAVSEA Standard Item 009-04 were met. Based on this adequacy review, your documented quality system is acceptable for use on Alteration Installation Team (AIT) Navy contracts.

It is important to note that contractors performing AIT installations must present detailed installation plans and may be required to show NAVSEA acceptance of their quality system to the Naval Supervising Activity (NSA) prior to commencing work. Submittal of Process Control Procedures, invoked by NAVSEA Standard Items, MIL-STDs, Drawings, and Specifications, although an integral part of the Quality Management System are to be submitted and accepted by the SUPERVISOR (e.g., AIT Manager/OSIC). Additionally, contractors that use special processes, such as welding and NDT, must obtain NAVSEA approval for their process procedures as required by applicable process specifications. Your quality system is subject to periodic compliance audits by Government representatives throughout the execution of AIT Navy contracts.

It should be noted that NAVSEA Technical Specification 9090-310F, Para 1.5.17 requires that AITs must resubmit their Quality Management System (QMS) procedures every three years or submit a letter stating that they are working to QMS revision date stated in the NAVSEA acceptance letter and confirm that their QMS meets current Fiscal Year NAVSEA Standard Item 009-04 requirements. Quality procedures revised for other than administrative changes must be resubmitted to NAVSEA or the Supervisor that provided the original acceptance letter.

This letter does not authorize any change in the agreement, the expenditure of funds, or the extension of delivery dates beyond those stated in the applicable contract. The action taken by your firm as a result of this letter is considered to be within the normal administrative matters under the terms of your contract and the job orders awarded thereunder.

The NAVSEA point of contact for Acceptance of AIT Quality Systems to perform work on Navy ships is Ms. Marion Hall, NAVSEA 04XQ1H, at (202) 781-1235.

Sincerely,

A handwritten signature in cursive script that reads "P. Colahan".

Paul T. Colahan  
Director, Shipyard  
Quality Programs