

## 9.307 Government administration procedures.

(a) Before the contractor ships the *first article*, or the *first article* test report, to the Government laboratory or other activity responsible for *approval* at the address specified in the contract, the *contract administration office* shall provide that activity with as much advance notification as is feasible of the forthcoming *shipment*, and-

(1) Advise that activity of the contractual requirements for testing and *approval*, or evaluation, as appropriate;

(2) Call attention to the notice requirement in paragraph (b) of the clause at [52.209-3](#), *First Article Approval-Contractor Testing*, or [52.209-4](#), *First Article Approval-Government Testing*; and

(3) Request that the activity inform the *contract administration office* of the date when testing or evaluation will be completed.

(b) The Government laboratory or other activity responsible for *first article testing* or evaluation shall inform the *contracting office* whether to approve, conditionally approve, or disapprove the *first article*. The *contracting officer* shall then notify the contractor of the action taken and furnish a copy of the notice to the *contract administration office*. The notice shall include the *first article shipment* number, when available, and the applicable *line item number*. Any changes in the drawings, designs, or specifications determined by the *contracting officer* to be necessary shall be made under the Changes clause, and not by the notice of *approval*, conditional *approval*, or disapproval furnished the contractor.

**Parent topic:** [Subpart 9.3 - First Article Testing and Approval](#)