

Firstmark Corporation WORK INSTRUCTION	Document No. 06.03.01
	Revision: (E) Page: 1 of 2 Date Issued: 06/10/13
Subject: Supplier Deviation Request	

1. PURPOSE

1.1. To provide instructions for processing a Supplier Deviation Request.

2. INSTRUCTIONS

2.1. Any Firstmark Corporation employee may assist a Supplier in processing a Supplier Deviation Request. This employee is the SDR Initiator.

2.2. The Supplier Deviation Request (SDR) Form 06.03.01.01 may be found on the Firstmark Corporation Intranet.

2.3. Information on the form may be entered either electronically or handwritten.

2.4. Before submitting an SDR, an SDR number must be obtained from the SDR Log. The format for SDR numbers will be "SDRXX-YYY", where "XX" is a two-digit number denoting the year (2002 is "02", 2003 is "03", etc.) and YYY is a sequential number starting at 001 on January First of each year.

2.5. The part number, Supplier name, date and Firstmark Corporation PO#(s) must be provided to Engineering before an SDR# can be assigned.

2.6. The responsible person issuing the SDR logs the information into the Supplier Deviation Request Log. The SDR will be hyperlinked to the appropriate number in the SDR Log.

2.7. Sections I and II (including signature and date by the Supplier's Quality Representative) must be completed by the supplier prior to review by Firstmark Corporation.

2.8. Section III is completed by Firstmark Corporation Quality. During the review process, the SDR form may be returned to the SDR Initiator or to the Supplier for corrections or additional information. Review (either approval or disapproval) of each SDR requires a signature (and date) by Firstmark Corporation Quality, Engineering, and Product Manager.

2.9. Following the SDR review, the required information is logged into the Deviation Request Log.

2.10. Purchasing, Receiving Inspection and the SDR Initiator are all then notified of the SDR status by Quality.

2.11. Purchasing shall modify the purchase order(s) by adding the SDR number to

Firstmark Corporation WORK INSTRUCTION	Document No. 06.03.01
	Revision: (E) Page: 2 of 2
Subject: Supplier Deviation Request	

the purchase order.

2.12. The Supplier shall include a copy of the SDR with the Supplier documentation provided with the product.

2.13. Receiving Inspection is responsible for opening a DMR documenting the defect and for listing the SDR# on the DMR within the text documenting the associated defect(s).

Revision History

<u>Revision letter</u>	<u>Details</u>	<u>Date</u>
A.	Updated 2.6, 2.7, 2.10 and 2.11 to reflect current business practices. Added 2.12.	9/12/01
B.	Updated to company name change. Added SDR number format to section 2.4. "If NCMR Required "Yes" block is checked, " added to 2.13. Revised by D. Knowlton.	10/11/02
C	Revised to reflect current practices.	1/31/06
D	Section 2.8 – Redefine responsibility for section 3 of form and signature requirements. Section 2.12 – Require that copy of SDR be provided by supplier on shipment.	9/28/12
E	Change all references from Firstmark Aerospace to Firstmark Corporation.	6/10/2013