

Completed Example

Supplier Information: <i>Provide supplier contact information.</i>						Initiation Date:		July 2, 1776					
Supplier/Organization:		Founding Fathers, LLC		Supplier Contact:		George Washington							
Phone Number:		215-965-2305		E-Mail:		GeorgieSoCool@BostonTeaParty.com							
Where Found:		<input checked="" type="checkbox"/> Prior to Purchase Order Acceptance (Quoting)			<input type="checkbox"/> Production/Work In Process/Final Inspection								
Purchase Order and Traceability Information: <i>Provide information from the purchasing contract and supplier traceability information.</i>													
Purchase Order No.:		PO-071776		Line No:		04		Supplier Lot Number:		LOT-000056			
Part Number:		INDPDC-001		Revision:		-		PO Qty:		13	Affected Qty:		13
Serial Number(s):		FF-0001 to FF-0013						Mark here <input type="checkbox"/> if serials are not yet available					
Issue Statement: <i>Complete this section for each suspect condition, only one issue statement per form. Add additional forms, as needed.</i>													
Condition Summary:		Packaging was thrown over water and the contents are now wet.											
Should Be:		Per MSS Supplier Quality Manual, packaging to be sufficient to protect contents.			Is:		Packaging not secure, contents now wet. Parts failed visual inspection.						
Containment Req'd:		<input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes		Additional Affected Lot# or PO#: PO-121673							
Initial RCCA and CAPA: <i>Perform an initial evaluation of what the root cause is and what immediate actions were implemented to prevent the condition from recurring.</i>													
Reject Category:		Hardware - Damage											
Initial Root Cause:		Due to geopolitical uncertainty and imbalance, we discarded excess materials from the opposing party.											
Immediate Corrective /Preventative Action:		Now that the Revolution has ended, we will salvage all goods to be used for production. Geopolitical environment is stable. No additional actions needed to resume regular operations.											
Suggested Disposition: <i>What do you think the disposition should be and why?</i>													
Initial Disposition:		Repair											
Reasoning:		Form: Parts will show some visual irregularities but will be useable after bake and dry. Some discoloration to persist. Fit and Function remain unchanged; additional testing performed to ensure parts remain functional.											
Saving the file: <i>Submission shall be saved as "SDR-[SUPPLIER]-PO-[#####]-LN-[##]-COND-[##]". Example: SDR-Founding Fathers-PO-071776-LN-01-COND-01</i>													
Attachments:		<input type="checkbox"/> Photos		<input checked="" type="checkbox"/> Test Data		<input type="checkbox"/> Inspection Report		<input type="checkbox"/> Drawing		<input checked="" type="checkbox"/> Other: Photos of parts and packaging			
MSS Internal Only		<input type="checkbox"/> Waiver		<input checked="" type="checkbox"/> Deviation		SDR Number:		NCMSSPROD-54					
		<input checked="" type="checkbox"/> Accept		<input type="checkbox"/> Reject		Comments:		Supplier Test Results accepted. Repair accepted.					
Final Disposition:		Repair											
Signature:		John Hancock											
		PDF Signature on August 2,1776											

Instructions: Hover over fields for instructions. All required fields have **red** borders and shall be completed; refer to color coding requirements. All fields in Required. All fields in Conditionally Required. Note "NA" when field is Not Applicable to the request.

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Supplier/Organization:			Supplier Contact:								
Phone Number:			E-Mail:								
Where Found:		<input type="checkbox"/> Prior to Purchase Order Acceptance (Quoting)			<input type="checkbox"/> Production/Work In Process/Final Inspection						
Purchase Order and Traceability Information: <i>Provide information from the purchasing contract and supplier traceability information.</i>											
Purchase Order No.:		Line No.:		Part Number:		Revision:					
PO Quantity:		Affected Qty:		Supplier Lot No.:							
Serial Number(s):		Mark here <input type="checkbox"/> if serials are not yet available									
Issue Statement: <i>Complete this section for each suspect condition, only one issue statement per form. Add additional forms, as needed.</i>											
Condition Summary:											
Should Be:											
Is:											
Containment Req'd:		<input type="checkbox"/> No <input type="checkbox"/> Yes		Additional Affected Lot# or PO#:							
Initial RCCA and CAPA: <i>Perform an initial evaluation of what the root cause is and what immediate actions were implemented to prevent the condition from recurring.</i>											
Reject Category:											
Initial Root Cause:											
Immediate Corrective /Preventative Action:											
Suggested Disposition: <i>What do you think the disposition should be and why?</i>											
Initial Disposition:											
Reasoning:											
Saving the file: Submission shall be saved as "SDR-[SUPPLIER]-PO-[#####]-LN-[##]-COND-[##]". Example: SDR-XYZ Supplier-PO-012345-LN-01-COND-01											
Attachments:		<input type="checkbox"/> Photos		<input type="checkbox"/> Test Data		<input type="checkbox"/> Inspection Report		<input type="checkbox"/> Drawing		<input type="checkbox"/> Other:	
MSS Internal Only		<input type="checkbox"/> Waiver		<input type="checkbox"/> Deviation		SDR Number:					
		<input type="checkbox"/> Accept		<input type="checkbox"/> Reject		Comments:					
Final Disposition:											
Signature:											

Do Not Send attachments via e-mail, request Secure link from Millennium Space Systems.