



Quality Work Instruction

Subject: Submitting a Supplier Deviation Request	WI Number QWI 109
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	Date Issued 7/23/2018
	Revision: C
Revised by: John Krochmal	Review/Approved Date: 2/9/016

1. Purpose:

The purpose of this Work Instruction is to ensure that all approved Turbonetics suppliers have access and control to properly submit and bring awareness to suspect and nonconforming material to avoid quality issues at time of receiving. This reference (Work Instruction) will ensure that waivers/deviation requests will provide the necessary and sufficient information to facilitate successful technical appraisal and control of waivers/deviations.

2. Materials or Equipment Required:

This guide can be used by all approved Turbonetics suppliers.

3. Related Procedures and Other Documentation:

ISO 9001: 2015	Quality Management Systems
QF-249	Supplier Deviation Request

4. Authorized Personnel and/or Amount of Training Required:

4.1 Supplier's Quality Assurance representative is responsible for initiating and submitting the SDR (Supplier Deviation Request) on all nonconforming material upon occurrence (prior to shipping). This form can be found on the Turbonetics Web Site, or may be requested from the Turbonetics Purchasing Department directly.

Supplier to fill out fields 1 thru 15 then email or fax to Turbonetics purchasing agent.

4.2 Turbonetics Purchasing agent / Buyer brings the document to Engineering, where the document is reviewed and signed by the Engineer. The Engineer will decide if the deviation request is approved or denied, and notate this in the appropriate section on the SDR form.

4.3 After Engineering dispositions the SDR, Purchasing will bring the document to the QA Supervisor for another review and approval signature.

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- 4.4 After receiving both Engineering and QA approval signatures the scanned SDR will be assigned a number and saved into the ISO coordinator/~SDR folder.
- 4.5 A copy of the approved SDR will be e-mailed to Purchasing, the applicable Engineer and the TNX QC Inspector. Purchasing will forward the SDR to the supplier. The Supplier must include a copy of the SDR with each affected shipment. If the supplier fails to include a copy of the SDR itself, with all required signatures and an SDR number assigned by the Turbonetics Document Control department, with any affected shipment, the SDR will be considered to be “invalid” for that shipment and will not be taken into account during the QA inspection process.
- 4.6 The supplier shall not ship nonconforming material until receiving written approval.
- 4.7 All hardware received that is discrepant without a SDR will be written up on an NCMR, and may be issued a Supplier Corrective Action Request (SCAR), at the discretion of Turbonetics Quality.