

## Supplier Deviation Request Form

A. Supplier Information		B. Part Information	
Date:		Part Number:	
Company Name:		Description:	
Contact:		Revision:	
Phone #:		PO Number:	
Requestor Title:		Quantity of parts affected:	
C. Deviation Information			
Deviation Request is:			
Product Related <input type="checkbox"/>	1st Time <input type="checkbox"/>	Permenant <input type="checkbox"/>	Duration _____
Process Related <input type="checkbox"/>	Repeat <input type="checkbox"/>	Temporary <input type="checkbox"/>	
Current Requirement	Requested Deviation		Reason for Deviation
D. Corrective Action Taken		E. Preventive Action	
F. UA Approvals	Signature		Date
Purchasing			
Engineering			
Manufacturing			
Quality			
Other			
G. Disposition (Completed by UA)			
Drawing Change Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes ECR / ECO Number:
Supplier Corrective Action Request Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes CA Number:
Comments			

**Instructions for Completing Supplier Deviation Request Form**

**1. General**

The Supplier uses the Supplier Deviation Request Form to document a process or product deviation request. This form is to be sent to the appropriate Purchasing Agent for processing. No discrepant product will be shipped until this form has been returned to the supplier with the appropriate approvals. This form is intended to provide a vehicle for obtaining consent to deviate from Purchase Order Quality Clauses. This form is not to notify of nonconforming material already shipped. **Note: UA Suppliers need to send the signed copy of this form with the parts.**

**2. Instructions**

- A. Supplier Information - Self Explanatory, enter all supplier information (Supplier to Complete).
- B. Part Information - Enter the Part Number, Description of part, Part Revision, PO Number, and Quantity of product affected. NOTE: Only one SDR form per Part Number (Supplier to Complete)
- C. **Deviation Information** - Identify whether the deviation request is process or product related, First Time or Repeat deviation, Permanent or Temporary and Duration if Temporary.  
**Current Requirement/Process** - Fully describe the current requirement, specification or process.  
**Requested Deviation** - Fully describe the requested deviation from the current requirement, specification or process.  
**Reason for Deviation** - Fully describe the reason for the Deviation Request.  
(Completed by Supplier)
- D. Corrective Action Taken - Identify corrective action taken to prevent similar deviations in the future. (Completed by Supplier)
- E. Preventative Action - Identify any preventative action necessary to prevent similar deviations in the future. (Completed by Supplier)
- F. UA Approvals - The responsible persons from UA representing each affected department will indicate their approval or disapproval. If disapproved use Comments field to indicate why. (Completed by UA). Deviations requests may not require all signatories for approval.
- G. Disposition - Identify whether the deviation request requires a permanent drawing change and the ECR / ECO number of the change.  
Identify whether a Supplier Corrective Action Request is required and the CA Number  
(Completed by UA).

Comments - Add any comments to the request that may provide additional information or requests within UA, e.g. request an NC upon parts arrival for inclusion in NC metrics, the reason for NA of departments, etc.