SUPPLIER DEVIATION/WAIVER REQUEST

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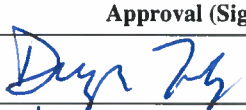
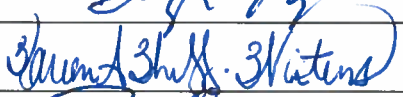
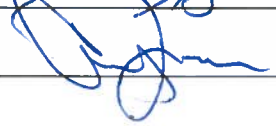
Revision: A

Release Date: 15 April 2015

Approvals

Department	Approval (Signature)	Date
Doug Toby Director of Procurement		4/15/15
Kareen Huff-Winters Director of Quality Assurance		4/15/15
Rick Swanson VP of Engineering		4/15/15
Avis Duncan Director of Operations		4/15/15

Document History

Revision	Description	Date
A	Initial release	15 April 2015

1.0 Purpose

The purpose of this procedure is to provide a controlled process to properly document waivers or deviations for procured parts or services.

2.0 Scope

This procedure applies to processes or parts done at Luminator's supply base.

3.0 Definitions

3.1 Deviation – A written authorization granted prior to the manufacture depart from a performance or design requirement of a specification, drawing, or other document for a specific number of units or a specified time. This may be as a result of a drawing error, part shortage, lead time issue, obsolescence, etc.

3.2 Waiver – A written authorization to accept an item which during production or after submitted for inspection is found to discrepant from the specified requirements, but is being submitted for consideration to "Use As Is" or acceptance after an approved rework.

4.0 References

4.1 QP-102, Supplier Quality Assurance Requirements

4.2 Luminator Terms and Conditions

5.0 Responsibility

5.1 Procurement (Process Owner)

5.2 Quality Assurance

5.3 Engineering

5.4 Operations

6.0 Procedure

6.1 The supplier/originator must complete Form 902745 sections 1 through 10 and submit to the cognizant buyer. There may some cases where a deviation process is created by Luminator personnel.

- 6.1.1 Section 1: Self Explanatory, buyer, part, PO, and quantity information.
- 6.1.2 Section 2: Denote if request is for a Deviation or Wavier
- 6.1.3 Section 3: Nonconformance Quantity
- 6.1.4 Section 4: Drawing, specification, or model requirement
- 6.1.5 Section 5: Details of the non-conformance, i.e. actual state, dimension, output, etc.
- 6.1.6 Section 6: Identify dated codes or lot codes, as applicable
- 6.1.7 Section 7: Details of the root cause
- 6.1.8 Section 8: Corrective action – What actions are in place to prevent future recurrences?
- 6.1.9 Section 9: Effective Date of Corrective Action.
- 6.1.10 Section 10: Originator Signature (In some cases this will be a supplier signature and other times a Luminator employee)

6.2 After receipt of form from the buyer the form is sent to the cognizant Quality Manager for review and signature. The request may be rejected based on, but not limited to, the following reasons:
- 6.2.1 The actual impact of the nonconformance
- 6.2.2 MRB authority from the end customer
- 6.2.3 Inadequate corrective action
- 6.2.4 Any issue that may impact final fit, form, or function of the finished product.

6.3 If request is approved by Quality Manager the form is forwarded to Industrial Engineering for review, disposition, and signature. If the request is rejected the form is returned to the originator.

6.4 If request is approved by the Industrial Engineer, the form is forwarded to Engineering for review and approval.

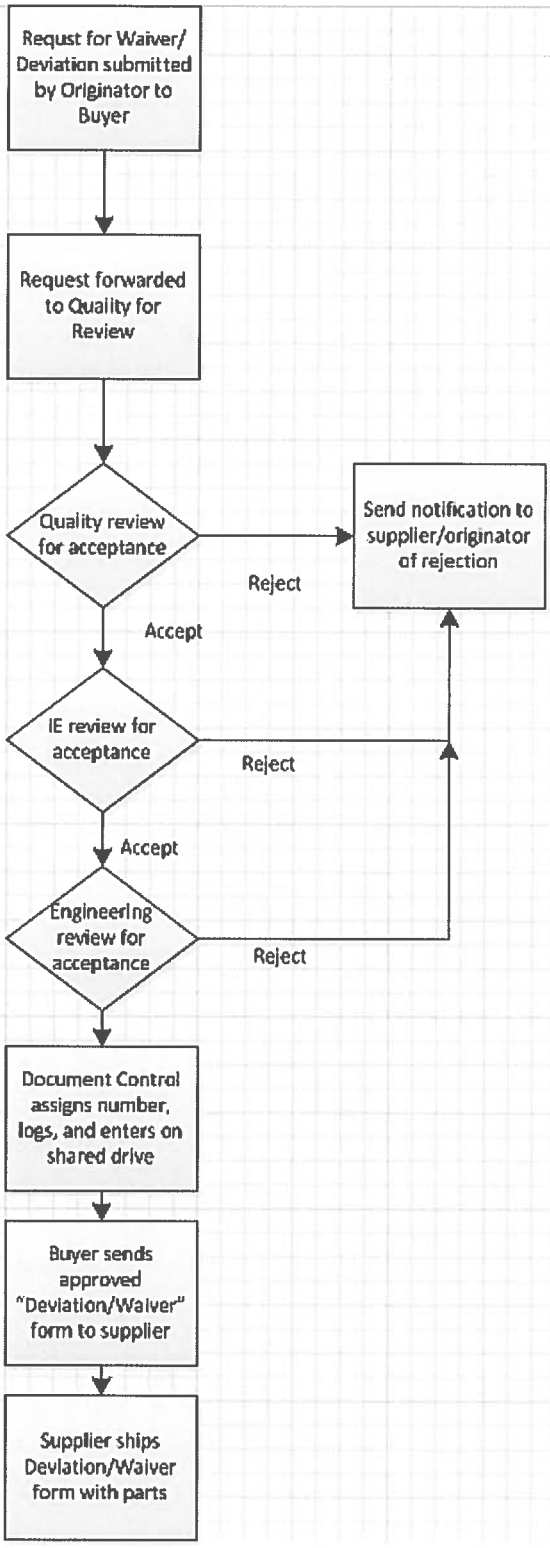
6.5 If request is approved by Engineering the form is sent to Document Control for assigning number and uploading into a shared drive. If the request is rejected the form is returned to the originator.

6.6 After Document Control has logged form 902745, the form will be sent to the Buyer and Quality Manager (electronically).

6.7 The Buyer is responsible to forward form 902745 to the supplier. The supplier must ship the approved (signed) form with the shipment of parts.

6.8 Record Retention
- 6.8.1 All acceptable approved requests will be retained for a minimum of 10 years.

Luminator – Supplier Deviation/Waiver Process



Deviation/Waiver #:S_____

Doc. Control Approval_____

Luminator

Supplier Nonconformance

Originator		Supplier Name		Date	
Part # [1]		Buyer		P.O No.	
Deviation ☐ [2] Waiver ☐		Nonconforming Quantity		P.O Quantity	

Line Item	[3] Nonconf. Qty	[4] Specification/ Drawing Requirement	[5] Nonconformance or Deviation Requested	[6] Date Code/ Lot Code	Accept/ Reject Disposition
1					
2					
3					
4					
5					
6					

[7] Cause of Nonconformance	[8] Corrective Action ****Note: No consideration without adequate corrective action****	[9] Effective Date

(Attach additional pages as required)

[10] Supplier Signature		Date	

Review Board Comments: (Reference any planned ECO)

****Note: A copy of the approved Deviation/Waiver must be included with shipment of parts****

MRB Disposition Authorization					
Quality Manager	Date	Engineering	Date	Industrial Engineer	Date

Form 902745 Rev. A

Form 902745 for Reference Only