

**Supplier Deviation Request Form**

This form is to be used by approved suppliers for requesting a deviation from the drawing or material requirements. This form is to be completed and dispositioned prior to shipment. Submissions after product is delivered will not be acceptable.

**If approved, supplier must include completed form with each shipment.**

|  |  |  |  |
| --- | --- | --- | --- |
| Part Number: |  | Supplier Name: |  |
| Description: |  | Purchase Order No.: |  |
| Revision: |  | Contact Name: |  |
| Qty.: |  | Date:MM/DD/YYYY |  | Contact Email: |  |
| RPC/Dukane Buyer Name: |  |
| Product/Process | Choose an item. | Frequency of Request | Choose an item. | Is this deviation request temporary (only this PO/qty) or a permanent request? | Choose an item. |

|  |  |
| --- | --- |
| Current Requirement |  |
| Requested Deviation |  |
| Reason for Deviation |  |
| Preventative/Corrective Action to prevent reoccurrence |  |

|  |  |  |
| --- | --- | --- |
| **For Radiant/Dukane Internal Use Only:** | **SDR#** |  |
| **Department:** | **Approve** | **Disapprove** | **Date** | **Name** | **Signature** |
| **Quality** | **[ ]**  | **[ ]**  |  |  |  |
| **Purchasing** | **[ ]**  | **[ ]**  |  |  |  |
| **Planning (if applicable)** | **[ ]**  | **[ ]**  |  |  |  |
| **Engineering (if applicable)** | **[ ]**  | **[ ]**  |  |  |  |
| **Manufacturing (if applicable)** | **[ ]**  | **[ ]**  |  |  |  |
| **Impact Cost:****(greater than $2000 requires Director approval)** | **$** | **Director Approval** | **YES****[ ]**  | **NO****[ ]**  | **N/A****[ ]**  | **Director Signature:** |
|  |
| **Drawing Change Required:**  | **YES [ ]**  | **NO [ ]**  | **EO Number: (if applicable)**  |  |
| **Corrective Action Required:** | **YES [ ]**  | **NO [ ]**  | **CA Number: (if applicable)**  |  |
| **Router Change Required:** | **YES [ ]**  | **NO [ ]**  | **ECN/WO Number: (if applicable)** |  |

**Below are instructions to properly complete the supplier deviation form:**

(This page is not required to be included with a submitted deviation)

1. Part Number: Enter the part number listed on the Purchase Order to which you are requesting a deviation
2. Supplier Name: Enter your supplier name
3. Description: Enter the description of the part listed on the Purchase Order
4. Purchase Order Number: Enter the Purchase Order Number to which you are requesting a deviation; for multiple POs enter first PO number and list all available PO numbers. For permanent deviation requests list first PO number and “-X”
5. Revision: Enter the revision of the part for which the deviation is requested
6. Contact Name: Enter the name of the person at the supplier that may be contacted concerning any questions we may have
7. Qty.: Enter the quantity of parts that is requested deviation is against; if requesting a permanent deviation enter “Various”
8. Date: Select the date that this deviation form is filled out. The deviation should be completed and dispositioned prior to any parts being shipped.
9. Contact Email: Enter the email address of the person that may be contacted concerning any questions
10. RPC/Dukane Buyer: Enter the RPC/Dukane Buyer’s name
11. Product/Process: Select from the drop down menu if the deviation is a request against a PRODUCT requirement such as dimensions, notes, material or select PROCESS if the request concerns the way in which the item is manufactured, or other non-product specific requirements
12. Freq.: Select from the drop down menu the frequency of this deviation; 1st TIME if this deviation request has not been previously submitted, select REPEAT if the deviation has previously been requested. Prior acceptance of a deviation does not ensure continued acceptance
13. Temp/Perm.: Select if this deviation is requested to be a TEMPORARY or PERMANENT deviation. A temporary deviation may only be used for a listed PO and quantity.
14. Current Requirement: Enter the current requirement to which you are requesting a deviation
15. Requested Deviation: Enter the requested end state for the requirement
16. Reason for Deviation: Enter the reason for which the deviation is requested, product error, drawing error, process error, tooling error, etc.
17. Preventive/Corrective Action: Enter what action can be taken to ensure the item purchased will meet the drawing/PO requirements on further POs.

Radiant/Dukane Internal Use Only:

* Supplier Deviation Request Number to be issued by Quality when disposition is complete and entered into tracking software, prior to disposition being sent to supplier.
* Required signatures: Quality, Purchasing Optional signatures: Manufacturing, Planning, Engineering

Responsibilities:

* Engineering is required to determine if deviation will affect form, fit, or function, or could produce a latent failure in the end product
* Quality is required to determine if deviation will impede or affect customer, regulatory, or requirements of accepted standards
* Purchasing is required to determine if any changes to the affected PO or future POs
* Planning is required for notification of any changes that may affect delivery and build times
* Manufacturing is optional but an evaluation of the deviation to determine if any additional work must be completed by Radiant/Dukane needs to occur
* Impact Cost: Cost of impact due to deviation to be determined by Purchasing and Planning. Greater than **$2000** requires additional approval by Quality or Operations Director
* Drawing change required: Mark Yes or No and list EO number is appropriate box. Deviations marked as permanent cannot have drawing change listed as NO.
* Corrective action required: Mark Yes or No and list CA number is appropriate box
* Router change required: Mark Yes or No and list ECN or Work Order number is appropriate box

* Supplier Deviations for deviations to shelf life requirements do not require Manufacturing, Engineering, or Planning approval