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| **Instructions** | **Supplier Information** |
| 1. Supplier to complete Blocks 1-15 and email the completed form to the buyer. In some instances, if buyer knows the details of the deviation, a buyer may fill out the supplier portion.
2. Buyer to complete additional information portion. DR# is PN followed by date.
3. QA to record system Insp Frequency & Break qty. Change to “Receipts” & “1”.
4. WAS engineer will then review and accept or reject the deviation. If additional information is necessary, information will be added in the comments section. Engineer will then sign and date.
5. If the WAS engineer accepts but indicates a Quality Hold must be put on the parts until an ECN is formally released, the SRD will be sent to a WAS quality contact. A WAS engineer also has the right to request a quality review for any SRD.
6. Should a quality disposition be needed, a WAS quality contact will review and disposition accordingly.
7. Buyer will place note on PO header referencing the exact details of the change that engineering has approved.
8. Buyer will send PO with note authorizing supplier to proceed with the deviation.
 | **Block 1 – P/N:** | **Block 2 – P/N Rev**: |
| **Block 3 – Part Name:** | **Block 4 – Supplier:** |
| **Block 5 – PO:** | **Block 6 – PO QTY:** |
| **Block 7 – Requestor:** | **Block 8 – Requestor Title:** |
| **Block 9 – Requestor Email:** | **Block 10 – Date Submitted:** |
| **Block 11****Item** | **Block 12****B/P Zone** | **Block 13****Describe Issue** | **Block 14****Suggested Deviation (If known)** | **Block 15****Reason for Deviation(s)** |
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| **Additional Information** | **Buyer:** | **Program:** | **Top Level Actuator:** | **DR#:** |
| **Quality Review** | **Initial Insp Freq setting:** | **Break Qty:** | **QA Signature:** | **Changed?****□ YES □ NO**  | **Date:** |
| **Engineering Disposition** |  **□ Accept ECR#:**  | **□ Reject** | **Engineering Signature:** | **Date:**  | **□ Quality Hold** |
| **Engineering Comments:**  |
| **Vendor Needs ECN Approval To:**  | **Procure Material: □ YES □ NO Build: □ YES □ NO Ship: □ YES □ NO (FAI Required)**  |
| **Quality Disposition (if necessary)** | **□ Accept**  | **□ Reject**  | **Quality Signature:** | **Date:**  |