

Guidelines to completing various fields in the Supplier Quality Notice (QN) system

Corrective Action Activities Required by the Supplier

(Completed by the Supplier Quality Manager or Engineer (SQE))

Notification only, FYI (Y/N):

Is the QN only a notification to supplier?

Containment Required (Y/N):

Is there a need for the supplier to perform containment?

Respond to Containment Request By (if required):

Provide date when the containment activities will need to be completed.

Corrective Action Required (Y/N):

Is there a need for the supplier to provide corrective action for this problem?

Respond to Corrective Action Request By (if required):

Provide date when the corrective action will need to be completed?

LTS Repair Code:

Provide the LTS Repair Code if available.

SQE Comments:

Type the comments.

Suppliers Acceptance of Quality Notice and Containment Activities

Accept QN (Y/N):

Do you accept the QN?

If No, what is the reason:

Please explain why you are not accepting the QN?

Additional Explanation of Rejecting QN:

Use this space to further explain in detail as to why you are not accepting the QN (for example it is not your part).

Is this QN a repeat failure of Previous QN (Y/N):

Select one option.

If Yes, what was the QN Number:

This information is very important and must be provide to EMD with previous related QN numbers? The suppliers will be judged based on this information. This will provide EMD with evidence that the supplier corrective action was effective or not.

Accept Containment Activity (Y/N):

Does the supplier agree with EMD's request for containment?

If No, why the containment is not necessary:

Provide an explanation on why containment is not necessary.

Containment Action Plan:

Describe the containment action plan.

Describe the results of the containment activities:

The supplier needs to provide details to the containment activities and the results of their activities.

Non Conformance Analysis

Change QN from Supplier Fault (A Rejection) to EMD Fault (B Rejection):

Select one option.

Explanation of B Rejection Reason (if A Rejection changed to B):

Provide the explanation.

Describe the Non-Conformance Failure. Summarize the Root Cause:

The supplier needs to provide a description of the nonconformance and a summary of the root cause(s).

Date Rejected Material Received by Supplier:

The supplier needs to enter the date the rejected material was received.

Non-Conformance Permanent Corrective Action (PCA) Summary

Describe the Non-Conformance Permanent Corrective Action:

The supplier needs to provide their permanent corrective action to prevent recurrence.

Summarize your plan to verify the effectiveness of the PCA:

The supplier needs to provide their plan to verify the effectiveness of the corrective actions taken.

Date of PCA Implementation:

The supplier needs to provide a date as to when the PCA will be implemented.

Next available serial number with corrective action implemented:

Communicate to EMD as to which serial number will be built with the newly implemented corrective actions.

Summarize validation results:

Provide the summary.

Detection System Implementation and Validation

Date of implementation:

The supplier needs to provide the date on which the inspection process has been updated.

Next available serial number with corrective action implemented:

Communicate to EMD as to which serial number will be built with the newly implemented corrective actions.

Summarize the validation results:

The supplier needs to provide the results of validation plan.

All Attachments

The supplier needs to attach the necessary documents for review by EMD SQE.

Supplier QA Review Closure Checklist

This is for EMD supplier quality engineers' (SQE) before final closure of the QN.

For any questions or concerns please contact your SQE.