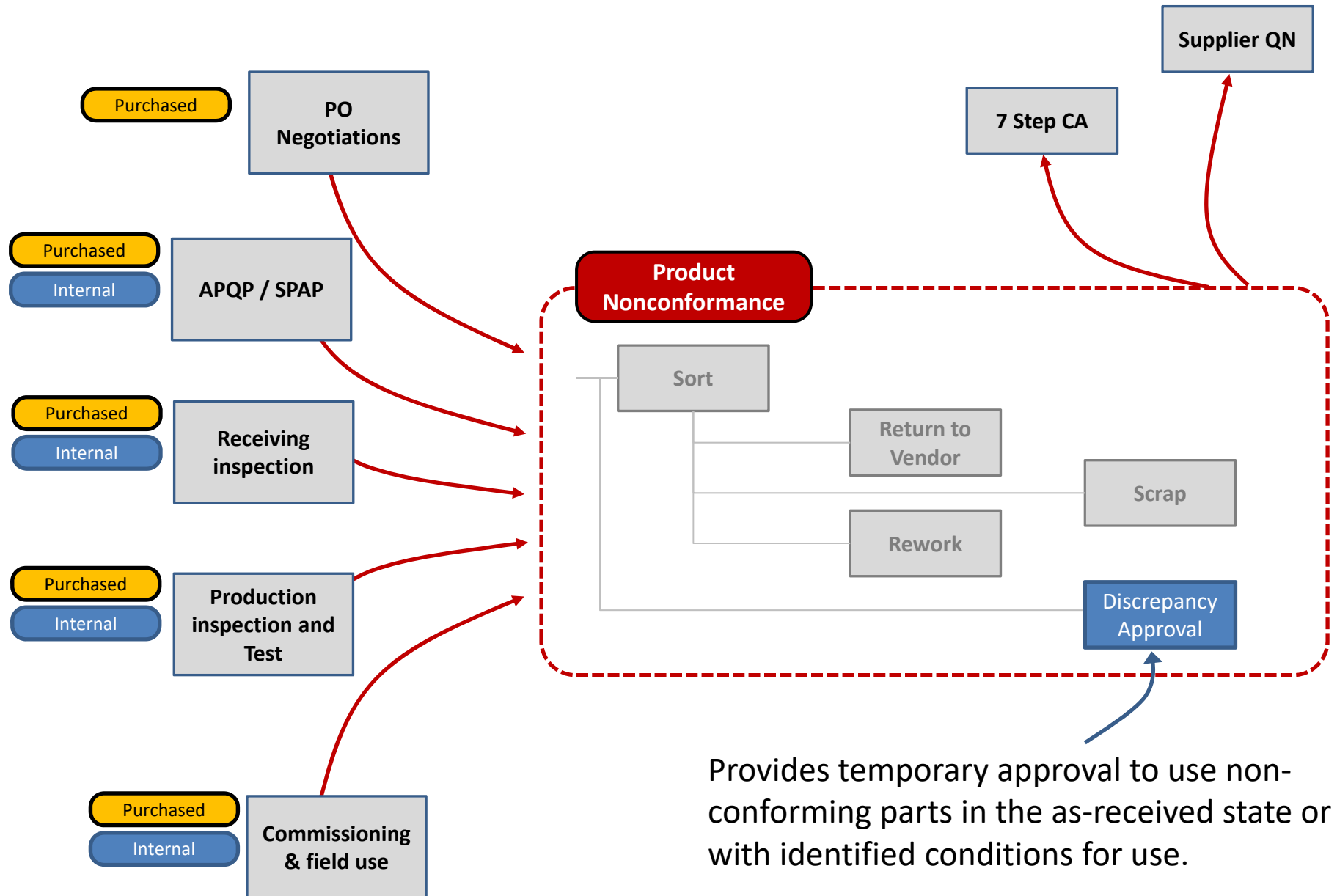



Guidance for Suppliers on the Deviation (DA) Process

An introduction to the ETQ Deviation (DA) system primarily as it relates to supplier activities.

DA Business Process Connections



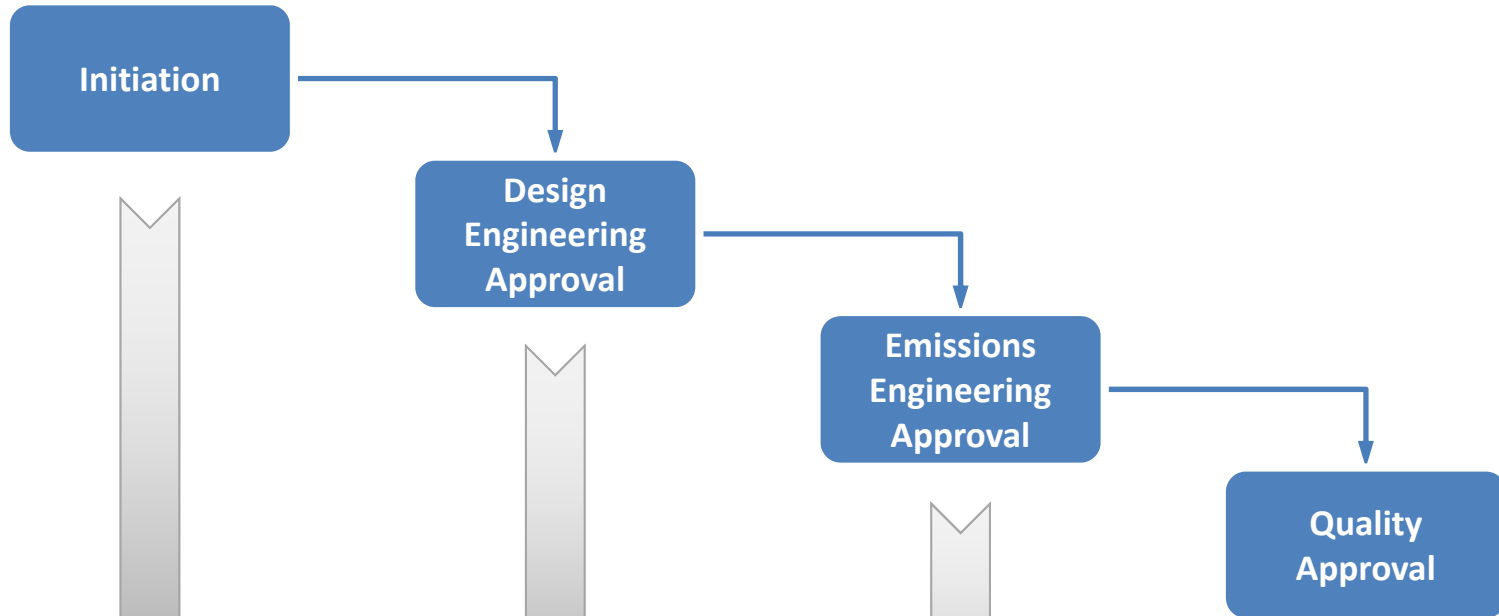
Approval Permanence for Engineering Change Processes



| Business Process | Permanence |
|------------------------------------|---|
| DA - Discrepancy Approval | Temporary - finite quantity or duration |
| DCR - Design Change Request | Permanent - Until revised by another change |
| MCR - Manufacturing Change Request | Permanent - Until revised by another change |

DA Process Stages & Participants

Stages



Participants

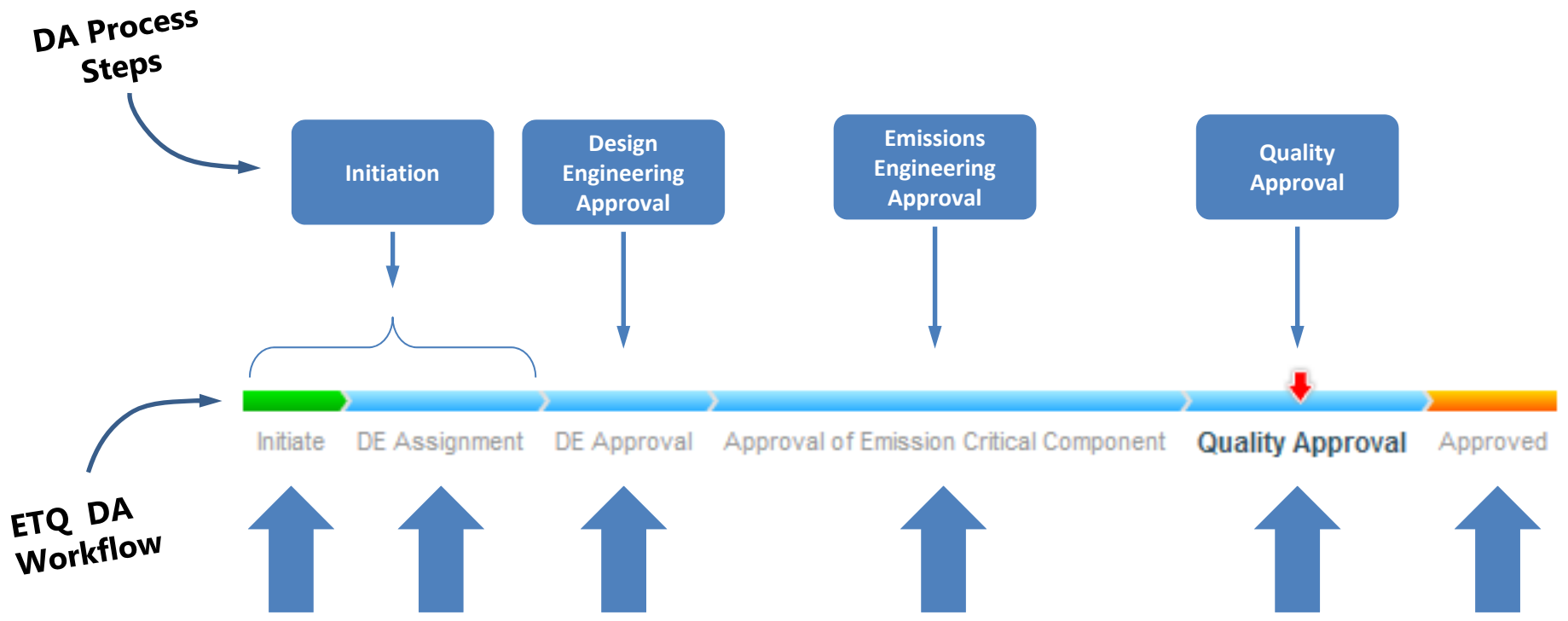
- Suppliers
- Any internal employee
- Internal Supervisors

- Design Engineers

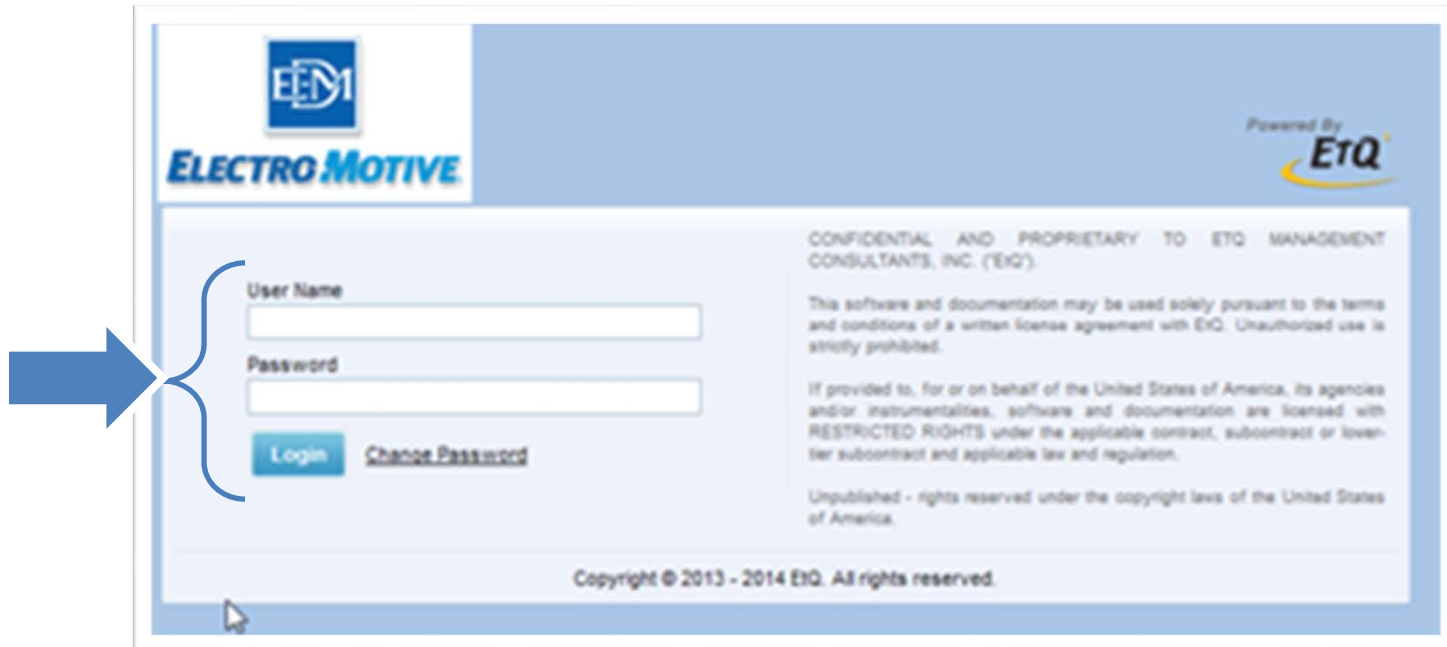
- Emissions Engineers

- Quality Engineers
- Supplier Quality Engineers

DA Workflow overview



Logging in...



The screenshot shows a login interface for Electro Motive. In the top left corner, there is a logo with the letters 'EEM' inside a blue square, followed by the text 'ELECTRO MOTIVE' in blue. In the top right corner, it says 'Powered By' above the 'ETQ' logo. The main content area is light blue and contains a login form on the left and legal text on the right. The login form has two input fields: 'User Name' and 'Password'. Below these fields are two buttons: a blue 'Login' button and a blue 'Change Password' button. A large blue arrow points from the left towards the login form. The legal text on the right includes a confidentiality notice, a license agreement, and a copyright notice.

EEM
ELECTRO MOTIVE

Powered By
ETQ

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User Name

Password

Login Change Password

Accessing the DA module...

The screenshot shows the EtQ Reliance web application interface in a Mozilla Firefox browser. The browser's address bar displays the URL: `https://etq.emdiesels.com/reliance/reliance?ETQ$CMD=CMD_OPEN_HOMEPAGE&ETQ$SCREEN_WIDTH=1280`. The page title is "EtQ Reliance - Home".

The interface features a top navigation bar with the following elements:

- Home
- Deviation
- Greg Prong | America/Chicago | About | Logout

The main content area is a dashboard with several modules, each represented by an icon and a label:

- Audits and Surveys
- Centralized Reporting
- Deviation
- DRACAS
- EMD Lookups
- Enterprise Configuration Center
- FRACAS
- PERS & Corrective Action
- Reliance Engine
- SPAP
- Suppliers and Materials

Two blue arrows are overlaid on the image to indicate navigation:

- A large blue arrow on the left points to the "Home" button in the top navigation bar.
- A large blue arrow on the right points to the "Deviation" module in the dashboard.

DA List view...

The screenshot shows a web browser window titled "Deviation - Mozilla Firefox" displaying a "Discrepancy Approval" application. The browser address bar shows the URL: [https://etq.emdiesels.com/reliance/reliance?ETQ\\$CMD=CMD_OPEN_LAST_ACCESSED_VIEW&ETQ\\$APPLICATION_NAM](https://etq.emdiesels.com/reliance/reliance?ETQ$CMD=CMD_OPEN_LAST_ACCESSED_VIEW&ETQ$APPLICATION_NAM). The application interface includes a search bar, a navigation menu, and a table of DA entries.

Navigation Menu:

- Discrepancy Approval
 - 1. Open
 - By Assigned**
 - By Internal
 - By Location
 - By Phase
 - By Supplier
 - 2. Approved
 - 3. All Entries
 - 4. Rejected
 - 5. Voided
 - Supplier DA

Table Data:

| Assigned | DA Number | Current Phase | Originator Type | Created Date |
|------------|--------------|---------------|-----------------|--------------|
| [Redacted] | DA-2015-0002 | Initiate | Supplier | 2/4/15 |
| [Redacted] | DA-2015-0004 | Initiate | Supplier | 2/9/15 |
| [Redacted] | DA-2015-0006 | Initiate | Supplier | 2/10/15 |
| Ian Gwin | DA-2015-0008 | DE Assignment | Supplier | 2/12/15 |
| Ian Gwin | DA-2015-0007 | DE Assignment | Supplier | 2/11/15 |
| Ian Gwin | DA-2015-0009 | DE Assignment | Supplier | 2/13/15 |

Documents 1 to 8 of 8

Initiating a new DA...

The screenshot shows a software interface for Discrepancy Approval. A blue arrow points to the 'Initiate' button in the top toolbar. The interface includes a navigation tree on the left, a toolbar with 'New Document', 'Refresh', 'Copy Links', 'Export to Excel', and 'Print View', and a table of Discrepancy Approvals.

| Assigned | DA Number | Current Phase | Originator Type | Created Date | Created By |
|------------|--------------|---------------|-----------------|--------------|------------|
| [Redacted] | DA-2015-0002 | Initiate | Supplier | 2/4/15 | [Redacted] |
| [Redacted] | DA-2015-0004 | Initiate | Supplier | 2/9/15 | [Redacted] |
| [Redacted] | DA-2015-0006 | Initiate | Supplier | 2/10/15 | [Redacted] |

The DA form...

ELECTRO MOTIVE

Discrepancy Approval (New) Created by Greg Prong on Feb 16, 2015 11:27:10 AM

Include **DC Assignment** **DC Approval** **Approval of Emission Critical Component** **Quality Approval** **Approved**

Basic **Access Control** **All Tabs**

Leave Comment [Comments](#) ([Add](#) | [View History](#))

DA Number Main Document
Please Save

Originator Type *
 Supplier Internal

Location Affected by Discrepancy *

Quality Approver

DA Coordinator

Approver of Emission Critical Component

Supplier DA

Supplier Representative Name *

Supplier DQ Reliance User Name

Supplier DQ Reliance Name

Supplier DQ Reliance User Email

ELECTRO MOTIVE
 Discrepancy Approval (New) Created by Greg Prong on Feb 16, 2012 11:27:10 AM

Institute
 DC Disposition
 DC Approval
 Approval of Disposition Critical Component
 Quality Approval
 Approved

Basic | Access Control | All Tests

List Comments Comments: [Add](#) [View History](#)

DA Number: Main Document:

Please See

Originator Type: Supplier Internal

Location Affected by Discrepancy: Quality Approver:

DA Coordinator: Approver of Disposition Critical Component:

Supplier Dtl

Supplier Representative Name:

Supplier DIO Balance User Name: Supplier DIO Balance Name:

Supplier DIO Balance User Email:

Part Information

DIO Part Number: Part Description:

Part Revision: Quantity:

Unit of Measure: Serial Number (If Applicable):

Reason for DA Submission:

Non-Conformance Cause:

Attachment(s):

Corrective Action to Prevent Recurrence

Corrective Action Category for DA: Target Date of Corrective Action Completion:

Design Change Requested: Yes No

Cause Category:

Corrective Action Description:

Comments:

Distribution

Product Manager: Distribution List:

Drills to Non-Balance Supplier Contacts

Notify Non-Balance Supplier Contacts:

Workflow

Workflow

This section is an illustration of the workflow associated with the DA. The small red arrow indicates at which of the available phases that the DA has progressed to.

ELECTRO MOTIVE
 Discrepancy Approval (New) Created by Greg Prong on Feb 16, 2012 11:27:03 AM

Incomplete
 CC Assignment
 QC Approval
 Approval of Discretion Critical Component
 Quality Approval
 Approved

Basic | Access Control | All Tests

List Comments Comments: [Add](#) [View History](#)

DA Number Main Document

Passes

Originator Type Supplier Internal

Location Affected by Discrepancy Quality Approver

DA Coordinator Approver of Discretion Critical Component

Supplier DDI

Supplier Representative Name

Supplier DDI Balance User Name Supplier DDI Balance Name

Supplier DDI Balance User Email

Part Information

DID Part Number Part Description
 Part Revision Quantity
 Unit of Measure Serial Number (If Applicable)

Reason for DA Substitution

Non-Conformance Cause

Attachment(s)

Corrective Action to Prevent Recurrence

Corrective Action Category for DA Target Date of Corrective Action Completion

Design Change Requested Yes No

Cause Category

Corrective Action Description

Comments

Distribution

Product Manager Distribution List

Drills to Non-Balance Supplier Contacts

Notify Non-Balance Supplier Contacts

Basic information

Basic information

This section establishes whether or not the DA is an internal DA or a DA initiated by a supplier.

Different fields are available for display or modification depending on whether the DA is a supplier or internal DA.

We will only be looking at the fields for a supplier related DA as part of this training module.

ELECTRO MOTIVE
 Discrepancy Approval (New) Created by Greg Prong on Feb 16, 2012 11:27:10 AM

Institute
 DC Assignment
 DC Approval
 Approval of Disposition Critical Component
 Quality Approval
 Approved

Basic | Access Control | All Tests

List Comments Comments: [Add](#) [View History](#)

DA Number Main Document

Please Select

Originator Type Supplier Internal

Location Affected by Discrepancy Quality Approver

DA Coordinator Approver of Disposition Critical Component

Supplier DA#

Supplier Representative Name

Supplier DID Balance User Name Supplier DID Balance Name

Supplier DID Balance User Email

Part Information

DID Part Number Part Description

Part Revision Quantity

Unit of Measure Serial Number (If Applicable)

Reason for DA Substitution

Non-Conformance Cause

Attachment(s)

Corrective Action to Prevent Recurrence

Corrective Action Category for DA Target Date of Corrective Action Completion

Design Change Requested Yes No

Cause Category

Corrective Action Description

Comments

Dissemination

Product Manager Distribution List

Drills to Non-Balance Supplier Contacts

Notify Non-Balance Supplier Contacts

Supplier DA

Supplier DA

This section holds basic supplier information including the name of the supplier representative initiating the DA and other ETQ account information related to the logged in user.

ELECTRO MOTIVE
 Discrepancy Approval (New) Created by Greg Prong on Feb 16, 2012 11:27:10 AM

Institute
 DC Assignment
 DC Approval
 Approval of Discretion Critical Component
 Quality Approval
 Approved

Basic | Access Control | All Tests

List Comments Comments: [Add](#) [View History](#)

DA Number: Main Document:

Please See

Originator Type: Supplier Internal

Location Affected by Discrepancy: Quality Approver:

DA Coordinator: Approver of Discretion Critical Component:

Supplier DA#

Supplier Representative Name:

Supplier DIO Balance User Name: Supplier DIO Balance User:

Supplier DIO Balance User Email:

Part Information

DIO Part Number: Part Description:

Part Revision: Quantity:

Unit of Measure: Serial Number (If Applicable):

Reason for DA Submission:

Non-Conformance Cause:

Attachment(s):

Corrective Action to Prevent Recurrence

Corrective Action Category for DA: Target Date of Corrective Action Completion:

Design Change Requested: Yes No

Cause Category:

Corrective Action Description:

Comments:

Distribution

Product Manager: Distribution List:

Drills to Non-Balance Supplier Contacts

Notify Non-Balance Supplier Contacts:

Part Info

Part Information

This section holds basic information on the part number that is associated with the DA.

ELECTRO MOTIVE
 Discrepancy Approval (New) Created by Greg Prong on Feb 16, 2012 11:27:10 AM

Institute
 DC Assignment
 DC Approval
 Approval of Discretion Critical Component
 Quality Approval
 Approved

Basic | Access Control | All Tests

List Comments Comments: [Add](#) [View History](#)

DA Number: Main Document:

Please See

Originator Type: Supplier Internal

Location Affected by Discrepancy: Quality Approver:

DA Coordinator: Approver of Discretion Critical Component:

Supplier Dtl:

Supplier Representative Name:

Supplier DIO Balance User Name: Supplier DIO Balance Name:

Supplier DIO Balance User Email:

Part Information:

DIO Part Number: Part Description:

Part Revision: Quantity:

Unit of Measure: Serial Number (If Applicable):

Reason for DA Submission:

Non-Conformance Cause:

Attachment(s):

Corrective Action to Prevent Recurrence:

Corrective Action Category for DA: Target Date of Corrective Action Completion:

Design Change Requested: Yes No

Cause Category:

Corrective Action Description:

Comments:

Distribution:

Product Manager: Distribution List:

Drills to Non-Balance Supplier Contacts:

Notify Non-Balance Supplier Contacts:

Corrective Action

Corrective Action

Since DA's are considered only a temporary approval, typically there are corrective actions required to prevent recurrence of the conditions that led to the need for the DA in the first place.

This section is where basic information is entered relative to the corrective and preventive actions to be taken.

ELECTRO MOTIVE
 Discrepancy Approval (New) Created by Greg Prong on Feb 16, 2012 11:27:10 AM

Institute
 DC Assignment
 DC Approval
 Approval of Disposition Critical Component
 Quality Approval
 Approved

Basic | Access Control | All Tests

List Comments Comments [Add](#) [View History](#)

DA Number Main Document

Please See

Originator Type Supplier Internal

Location Affected by Discrepancy Quality Approver

DA Coordinator Approver of Disposition Critical Component

Supplier DA#

Supplier Representative Name

Supplier DIO Balance User Name Supplier DIO Balance User

Supplier DIO Balance User Email

Part Information

DIO Part Number Part Description

Part Revision Quantity

Unit of Measure Serial Number (If Applicable)

Reason for DA Substitution

Non-Conformance Cause

Attachment(s)

Corrective Action to Prevent Recurrence

Corrective Action Category for DA Target Date of Corrective Action Completion

Design Change Requested Yes No

Cause Category

Corrective Action Description

Comments

Distribution

Product Manager Distribution List

Drills to Non-Balance Supplier Contacts

Notify Non-Balance Supplier Contacts

Distribution

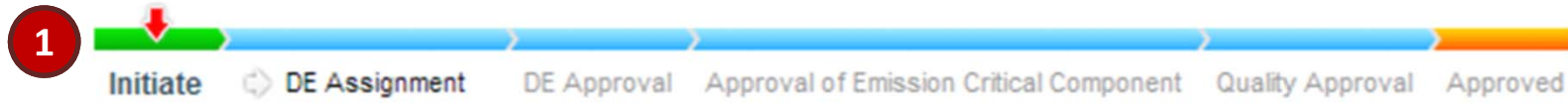
Distribution

This section allows for the creation of a communications distribution list associated with the DA.

Form Sections:

Discrepancy Approval (New)

Created by Greg Prong on Mar 3, 2015 9:58:05 AM



- Basic
- Access Control
- All Tabs

Last Comment Comments ([Add](#) | [View History](#))

2

DA Number
Please Save

Main Document

3

Originator Type *
 Supplier Internal

4

Location Affected by Discrepancy *

5

Quality Approver

6

DA Coordinator
Ian Gwin

7

Approver of Emission Critical Component
Daniel Meyerkord

Form Sections:

Supplier DA

8 Supplier Representative Name *
Greg Prong

9 Supplier EtQ Reliance User Name
re72pq

10 Supplier EtQ Reliance Name
Greg Prong ×

11 Supplier EtQ Reliance User Email
Greg.Prong@emdiesels.com

Form Sections:

The image shows a screenshot of a form titled "Part Information" with several fields. Red circles with numbers 12 through 20 have arrows pointing to specific fields. The fields and their values are as follows:

| Field Name | Value | Callout Number |
|-------------------------------|--|----------------|
| EMD Part Number * | 12345678 | 12 |
| Part Revision * | B | 14 |
| Unit of Measure | EA | 16 |
| Part Description * | Plate assembly | 13 |
| Quantity * | 14 | 15 |
| Serial Number (if Applicable) | | 17 |
| Reason for DA Submission * | Clearance hole diameter too large. Print specifies 1.25 +/- 0.06 inches. Largest hole measured is 1.42 inches. | 18 |
| Non-Conformance Cause * | CAD model error that was imported into the laser cut program by the laser cut software. Laser cut program was therefore incorrect as well. | 19 |
| Attachment(s) | | 20 |

Form Sections:

Corrective Action to Prevent Recurrence

21 → **Corrective Action Category for DA** [Dropdown menu]

22 → **Target Date of Corrective Action Completion *** [Date picker]

23 → **Design Change Requested**
 Yes No

24 → **Cause Category** [Text input]

25 → **Corrective Action Description *** [Text area]

26 → **Comments** [Text area]

Form Sections:

The image shows a screenshot of a software form with three main sections. The top section is titled "Distribution" and contains two sub-sections: "Product Manager" and "Distribution List". The middle section is titled "Emails to Non-Reliance Supplier Contacts" and contains a sub-section "Notify Non-Reliance Supplier Contacts". Three red circles with white numbers (27, 28, and 29) and red arrows point to specific fields in the form.

27 → Product Manager

28 → Distribution List

29 → Notify Non-Reliance Supplier Contacts