**Supplier Request for Deviation (SRD)**

**SECTION 1 – TO BE FILLED OUT BY THE SUPPLIER:**

This form is only to request a Deviation. **A Senneca Holdings SQE will process the request and reply to the supplier.**

**General**

1. **Supplier Information**: Supplier name, location where component is manufactured and contact information for Originator (phone number, fax number and e-mail address). Supplier Reference Number is an optional field for internal tracking by the supplier.

**Section 1 – Deviation Request**

1. **Part Number**: Only one SRD should be submitted per part number/ family. Include: part number, revision level (from Senneca drawing) and part quantity affected by the deviation.
2. **Description of the affected part number.**
3. **Inventory Status:** Are the parts already produced or is the deviation for future product?
4. **Description of Current process or Specification**: Explain the reason for deviation.
5. **Reason for Deviation and Description of Proposed Process of Specification**: Provide a General Description of the requested deviation.

**-Consider and identify impact of the proposed change:**

\* Does this deviation affect the part (form, fit or function)? – Senneca SQE to process this request within Senneca Engineering and Manufacturing?

\* Is there a packaging change?

\* Will an inventory of banked parts be required?

1. **Target Exit Date**: When will the deviation expire and what activity will prevent reoccurrence (if temporary)?
2. **Proposed Deviation Effectivity Date**: What is the proposed timing of the deviation?

***Note: Change approval may take an extended period of time when Senneca customer approval is required. Deviations shall not be implemented prior to the receipt of written approval from Senneca.***

**SECTION 2 – TO BE FILLED OUT BY THE SENNECA:**

The responsible Senneca Supplier Quality Engineer will review SRD and provide disposition. All rejections must be provided comments. Additional information may be required for the supplier, such as capturing starting or ending serial identification, lot numbers, special component identification, special packing identification, error proofing, etc.

**\*\*\* THIS FORM IS NOT SENNECA’S AUTHORIZATION FOR SUPPLIER TO PROCEED WITH REQUEST\*\*\***

**Supplier Request for Deviation (SRD)**

**SECTION 1 – TO BE FILLED OUR BY THE SUPPLIER:**

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| --- | --- | --- | --- | --- |
| **Supplier** |  | **Requestor:** |  |  |
| **Address:** |  | **Phone Number:** |  |  |
|  |  | **Fax Number:** |  |  |
| **Date of Request:** |  | **E-Mail:** |  |  |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **2. Part Number:** |  | **Revision:** |  | **Quantity:** |  |
| **3. Part Number:** |  | | | | |

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| --- | --- | --- | --- | --- |
| **4. Inventory Status:** |  | **Existing Inventory** |  | **Components Not Yet Produced** |

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| --- |
| **5. Description of Current Process of Specification:** |
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| **6. Reason for Deviation and Description of Proposed Process or Specification:** |
|  |
| **7. Target Exit Date and Corrective Action:** |
|  |
| **8. Proposed Deviation Effectivity Date: (*Note:*** *Deviation approval may take an extended period of time when Senneca customer approval is required*. **Changes shall not be implemented prior to the receipt of written approval from Senneca.):** |
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| **SECTION 2 – TO BE FILLED OUT BY SENNECA:**  **\*If approved, indicate data required form Supplier such as capturing starting or ending serial numbers, lot numbers, special component identification, special packing identification, error proofing, etc.** |
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| **Deviation #:** |

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| --- | --- | --- | --- | --- |
| **Supplier Quality Signature:** | **Date:** | **Approved:** | **Rejected:** | **Comments:** |
|  |  |  |  |  |

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| --- |
| **Comments:** |