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QUALITY ASSURANCE D8  
INSTRUCTIONS

DATE: February 16, 2007

Supersedes:12/7/06

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**D8-4899.150**

**SECTION XV: Revision A**

**SUBJECT:** INSTRUCTIONS FOR COMPLETING AN ELECTRONIC SUPPLIER INITIATED REJECTION REPORT.

- I. **INSTRUCTION:** Supplier Quality Assurance personnel will assure that each Supplier Initiated Rejection Report (SI) is completed per this Instruction.
  - A. All nonconformance's will be initiated through the electronic online Nonconformance Initiation System.
  - B. Parts placed on an SI cannot be shipped from the supplier's facility until the SI has been cleared and accepted through the BD&SG Rotorcrafts Division Material Review Board.
  - C. All material which is rejected and submitted to BD&SG Rotorcrafts Division Material Review Board for disposition must be identified with a hold tag and placed in a bonded area by the supplier.
  - D. All material accepted by Material Review Disposition (either "Acceptable As Is" or "Repaired" (to a salvage disposition)) must be identified as follows:

For Non Serialized Parts they shall be marked with the Nonconformance Rejection Report (NCR) Number adjacent to the part number - on the same surface as the part number. Part mark in accordance with BAC5307 Method "RO".

Serialized Parts shall be permanently marked with a "D" over marked with a triangle in the location of the part number - on the same surface as the part number. All nonconformance's are to be documented on the manufacturing reports and/or records for serialized parts. Part mark in accordance with BAC5307 Method "VE".

Note: It is acceptable to rubber stamp the rejection report number on all "Fatigue Critical" parts/assemblies. This would apply to serialized as well as non-serializes parts/assemblies.

- E. Material dispositioned as not acceptable by Material Review Board must be destroyed and be disposed of by the supplier.

Two copies of the dispositioned SI must accompany the shipment of parts. The NCR number must be noted on shipping paper.

**SECTION XV**

Contains an illustration of the Electronic Supplier Initiated Rejection Report online form with specific instructions for uniform completion of the electronic form

<b>Block Number</b>	<b>Block Description</b>	<b>Complete block as follows</b>
1	DEPARTMENT REJECTED	Select 80599 to designate initiated by supplier or appropriate code from drop down menu.
2	QTY INSPECTED	Enter quantity of parts or units of manufacturing ordered.
3	QTY REJECTED	Enter quantity of parts or units rejected.
4	COMPLETE TO OPERATION	Enter % of part completion.
5	REFERANCE FORM NUMBER	If the RR is a result of another form, enter form type and number of related form.
6	ASSEMBLY REJECT PART SERIAL NUMBER	Enter the serial number of serialized assembly. To Add/Remove serial numbers, select Add to/Remove.
7	ASSEMBLY REJECT PART SERIALS	Display of all the serial numbers for this defect.
8	DEFECT PART NUMBER	Enter part or assembly number from Purchase Contract. The value displayed is the rejected part number; if different, enter value.
9	DEFECT PART NAME	Enter name, as stated on the drawing or job. The value displayed is the rejected part name; if different, enter value.
10	DEFECT CODE	Select code for this discrepancy, identified in the drop down menu.
11	DEFECT QUANTITY	<p>Qty - Enter quantity of occurrences for the respective Discrepancy Number/Code.</p> <p>The defect count is defined as the quantity of nonconforming characteristics common to a deliverable product. Calculation of the defect count is accomplished by one of the following methods as appropriate:</p> <ol style="list-style-type: none"> <li>1. Inspection/Production Operations               <ol style="list-style-type: none"> <li>a. General Case                   <ol style="list-style-type: none"> <li>i For product/material rejected during</li> </ol> </li> </ol> </li> </ol>

		<p>production operations, the defect count is the total number of occurrences of a defect across the total number of items rejected in Block #6.</p> <p>Example: 10 brackets with 5 mis-located holes in each is 50 defects</p> <p>Example: 2 parts have oversized holes, 1 part with 4 oversized holes and 1 part with 3. The total defect count for these 2 parts is 7.</p> <p>Case of Automated Processes</p> <p>i Process operations that are not operator dependent and do not have operator checks once the process has been initiated are considered automated processes. Each Block #27 &amp; #28 defect item in this case is counted as one (1) defect.</p> <p>Example: 10 brackets auto-loaded and CNC drilled with 5 mis-located holes in each is 1 defect.</p> <p>Other: Processes which may be considered viable candidates for the provisions of this section include and may not be limited to:</p> <ul style="list-style-type: none"> <li>Simultaneous painting of multiple parts in a spray booth</li> <li>Each load of multiple parts in a heat treatment furnace</li> <li>Each load of multiple parts cured in an autoclave</li> <li>Each rack of multiple parts in plating and other wet chemical processing</li> </ul> <p>2. Receiving Inspection.</p> <p>a. Sampling Inspection Case</p> <p>i Product/material rejected in this case is counted as one (1) defect regardless of the quantity received, quantity inspected, or quantity rejected.</p> <p>b. Non-Sampling or 100%</p>
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		<p style="text-align: center;">Inspection Case</p> <p>For product/material rejected in this case, the defect count is equal to the unit of measure quantity specified in the Purchase Contract (e.g. each, rolls, square feet, gallons, pounds, etc.)</p> <p style="text-align: center;">3. Stock Material</p> <p>Nonconforming stock material, regardless of quantity, shall be counted as one (1) defect with the following exceptions:</p> <p>i If the material is traceable to Receiving Inspection records, as verified by Quality Assurance, then the above Receiving Inspection provisions shall apply. This exception precludes the use of miscellaneous bin items as receiving items. Mechanical and electrical components issued as roto-bin stocks shall be counted as one (1) defect per part.</p>
12	DEFECT RESPONSABILITY	The Boeing Rotorcraft Code indicating supplier responsibility will be selected as Code 80599. If not supplier responsibility, select appropriate code from drop down menu.
13	DEFECT TEXT	<p>Enter narrative description of discrepancy.</p> <p>Accurately and clearly enter the reason(s) for rejection. Discrepancy statement will include the condition of the part and location on the drawing (zone, page, butline, waterline, etc.) and/or technical documents involved. Include the requirements with those actually measured and include the amount of difference between the two measurements. When applicable, include location on the drawing (zone, page, b/l, w/l, etc.).</p> <p>ample: "Drawing (Zone 12B, page 2) is 2.50 +/- .03; part measures 2.25" - part is .22" under tolerance." Where necessary a sketch clarifying the condition may be included.</p> <p>When a group of parts containing a number of</p>

		<p>discrepancies is rejected, enter serial or piece number of each separate part. Parts will be identified and grouped together for each discrepancy or individual parts may be listed and identified by discrepancies they contain.</p> <p><u>NOTE:</u> Non-serialized parts assign synthetic piece numbers to the parts.</p> <p>When rejected items are from a specific lot or batch, record this lot or batch number.</p>
14	DEFECT PART SERIAL NUMBER	Enter the serial number of serialized part. To Add/Remove serial numbers select Add to/Remove.
15	DEFECT PART SERIALS	Display of all the serial numbers for this defect.
16	CAUSE CODE	Select the appropriate Cause code relating to the discrepancy from the drop down menu.
17	CAUSE TEXT	Describe the root cause for this discrepancy.
18	C/A CODE	Select the Corrective Action Code related to the discrepancy item from the drop down menu.
19	C/A TEXT	Include a statement of the action taken (or planned) to correct the cause of this nonconformance to preclude a reoccurrence.
20	EFFECTIVITY DATE	Enter Date (mm/dd/yyyy).
21	ATTACH GRAPHICS TO THIS NCR	Select this box if there are attachments for any of the defects on this NCR. <i><u>This option will not be available on the following input screens. All supporting attachments for this non-conformance (all defects) must be combined into one (1) .pdf file.</u></i> Attachment file will be requested after selecting the "Submit NCR" button.
22	MORE DEFECTS	If you have more than one defect select "More Defects". This will create a new entry screen for the next nonconformance.
23	SUBMIT NCR	Once you have created all your nonconformance's select "Submit NCR". If you have selected "ADD GRAPHIC" in Item # 2 the attachment file will be requested at this time.

**SUPPLIER NONCONFORMANCE INITIATE SCREEN**

BEMSID: 145850	USER NAME: LONNIE L SMITH	
SUPPLIER CODE: 637676	SUPPLIER NAME: CRESTVIEW AEROSPACE CORP	SUPPLIER CITY / STATE: CRESTVIEW / FL
PURCHASE CONTRACT: 2003800	ITEM NUMBER: 0008	WORK ORDER: Q9BABXXAFE
PART NUMBER: 145S2001-9010	PART NAME: L/H CABIN SIDE	PRIME CONTRACT: W58RGZ-04-C-0012

**\*\* REMINDER \*\***

**PACKAGE ALL PDF FILES INTO 1 FILE BEFORE COMPLETING THIS FORM**

**REQUIRED FIELDS ARE PRECEDED BY " \* "**

\* (1) DEPARTMENT REJECT:

\* (2) QTY INSPECT:      \* (3) QTY REJECT:      (4) COMPLETE TO OPERATION:      (5) REFERENCE FORM NUMBER:

**ASSEMBLY REJECT PART SERIAL NUMBERS**

(6) ASSEMBLY REJECT PART SERIAL NUMBER

**DESCRIBE THE DEFECT**

\* (8) DEFECT PART NUMBER:      \* (9) DEFECT PART NAME:  
DEFECT ITEM: 1      \* (10) DEFECT CODE:

(14) DEFECT PART SERIAL NUMBER

\* (11) DEFECT QUANTITY:

\* (12) DEFECT RESPONSIBILITY:

**\*(13) DEFECT TEXT:**

*DESCRIBE THE CAUSE*

**CAUSE ITEM: 1**

**\*(16) CAUSE CODE:**

22M (PUGET SOUND)

**\*(17) CAUSE TEXT:**

*DESCRIBE THE CORRECTIVE ACTION*

**C/A ITEM: 1**

**\*(18) C/A CODE:**

242 (NONE, INTENDED PURPOSE SERVED)

**\*(19) C/A TEXT:**

*DESCRIBE THE EFFECTIVITY*

**\*(20) EFFECTIVITY DATE (mm/dd/yyyy):**

*ARE THERE ANY ATTACHMENTS?*

**CHECK THE BOX BELOW "ATTACH GRAPHICS TO THIS NCR" IF THERE ARE ATTACHMENTS FOR ANY OF THE DEFECTS ON THIS NCR.  
THIS OPTION WILL NOT BE AVAILABLE ON FOLLOWING INPUT SCREENS.  
ALL SUPPORTING ATTACHMENTS FOR THIS NON-CONFORMANCE (ALL DEFECTS) MUST BE COMBINED INTO 1 .PDF FILE.**

**ATTACHMENT FILE WILL BE REQUESTED AFTER SELECTING THE "SUBMIT NCR" BUTTON.**

**(21) ATTACH GRAPHICS TO THIS NCR**

**SUBMIT NCR**

**MORE DEFECTS**

**(22)**

**(23)**



**RESET PAGE**



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