INFORMAL REPORT
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NONCONFORMANCE DOCUMENTS

GUIDELINES FOR THE SUPPLIER

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I. NONCONFORMANCE DOCUMENT INITIATION AND ROUTING

These guidelines do not relieve the supplier of any requirements stated in applicable formal reports invoked in the purchase order.

Guidelines for Supplier Initiated Nonconformance Documents (ND), and Corrective Action.

1. The document referenced in this Guideline, Nonconformance Document (ND), (Vendor Non-Conformance – Material Review) Form No. MAC 861MRB is used to report materials exhibiting departures from specifications or drawings.

2. Suppliers receiving a request for information from the Boeing Military Aircraft and Missile Systems – St. Louis (A&M) Material Review Board (MRB) shall have FIVE (5) working days to respond to A&M. Failure to do so may result in voiding of the ND/NOR.

3. Suppliers receiving a partial disposition from the A&M MRB shall have THIRTY (30) working days to respond to A&M. Failure to do so may result in voiding of the ND/NOR.

4. Nonconformance Documents should not be used to document such things as errors in blueprints or certifications, missing parts, incomplete parts, or incomplete testing, unless otherwise directed by Boeing. Engineering Malfunction Reports (EMR) shall not be processed per this report. The EMR shall be processed as required by applicable "Sellers Data List" (SDL) or MDC Report A4150.

5. The following guidelines are intended to enable the timely preparation of an ND (MAC 861MRB). Previous NDs of similar conditions can be referenced in the Reported Non-Conformance (Section C) to aid in evaluation, but the ND MUST NOT depend upon another document to explain the discrepancy.

6. For faxed or mailed NDs entries must be **typed** or **printed** in upper-case letters using black ink with letters at least 1/8" in height. SIGNATURES may be written in cursive; however, they must be legible, and/or a printed name shall be placed under the written signature for clarification.

7. No Boeing ND is required if the Supplier can Rework conditions to fully conform to specifications or Scrap supplier owned material obviously unfit for use and/or not economically repairable.

8. Work may continue on a part/assembly which contains a nonconforming condition that requires submittal to the A&M MRB as long as the part/assembly remains clearly identified as nonconforming and the condition to be repaired is unaffected by the continued work.

9. **Parts shall NOT be SHIPPED** to St. Louis (A&M), until a disposition is received and complied with, or until a written Authority To Ship (ATS) on an open ND is received from the A&M MRB.

10. E-Mail, mail or fax non-conformance documents as directed by the Purchase Order, or as otherwise instructed by the procurement agent. When mailing/faxing to St. Louis:

    MAIL to:
    The BOEING Company
    Military Aircraft and Missile Systems – St. Louis
    c/o Supervisor Material Review
    842/101/B-7 M/C S106-2805
    P.O. Box 516
    St. Louis, MO 63166

    FAX/E-MAIL to:
    Aircraft Programs:
    FAX No. (314) 777-2134
    E-Mail – Mrb101@mw.boeing.com

    J-UCAS Program
    Scott Sheffler (314) 232-5819 E-Mail – Ronald.s.sheffler@boeing.com

    Missile Programs:
    JDAM (636) 952-6365 E-Mail – gordon.bernardy@boeing.com
    Brimstone (636) 925-4174 E-Mail - brian.j.moehl@boeing.com
    All other (636) 925-4200 E-Mail - joseph.w.riley@boeing.com

11. **Suppliers shall submit ND to above addresses only and include the supplier FAX number, contact name, and contact phone number in Section A**. Suppliers must not submit the same ND by more than one method. If additional help is required with any of these guidelines, supplier personnel may contact A&M Material Review personnel at (314) 777-2135 or (314) 777-2139.

12. Selected suppliers are serviced by Boeing authorized Quality/Engineering MRB representatives at their facility. This remote or extended Material Review Board is authorized to disposition and close ND conditions on-site. However, the following exceptions require submittal of the dispositioned ND to the A&M St. Louis MRB for final processing:

    - Scrapping of A&M supplied material.
      NOTE: A copy of the dispositioned ND processed by the Extension Material Review Board may be forwarded to the appropriate procurement agent to obtain replacement material.
    - Returning discrepant A&M supplied material.
    - Performing color-coded striping or shipping Open ND conditions for further work to be performed at A&M St. Louis.

- Partial dispositions requiring further investigations/actions by A&M St. Louis.

13. Suppliers may use an electronic system to relay MRB information when authorized by Boeing.

14. A&M may authorize supplier access to an electronic system to fill out and submit NDs electronically. In these cases, detailed procedures for entering the nonconformance information will be provided and will be used in place of the guidelines that follow for completing the ND. Other guidelines found in this document are still applicable.

15. NDs initiated by the supplier will not affect the Supplier's Quality Rating in the Supplier Performance Measurement System (SPMS). However, repetitive conditions or excessive requests may be subject to formal corrective action requests from A&M St. Louis.

II. NONCONFORMANCE DOCUMENT (MAC 861MRB) GUIDELINES

There are three sections to the electronic form and every block in the form should be completed except those that are clearly "optional". This form is a shortened CFC (Clear Form) form specifically for Vendors/Suppliers rejections. This form is typically routed electronically, but can be printed and mailed or faxed as required. If faxed, a lead sheet containing contact information and a return fax number must be submitted.

1. Applicable information box must be marked ("New Tag", "Revision to a Current Tag" or "Additional information to be added to an existing tag"). Only one box should be checked. Add the ND number provided by Boeing on revision and additional information tags.

2. Type or print all entries using upper case letters. The ND electronic form can be obtained from the Boeing web site at http://www.boeing.com/companyoffices/doingbiz/flash.html or from the A&M procurement agent upon request.

3. **SECTION A GUIDELINES:**
   - Enter Company information, i.e. company name, contact name, phone and fax numbers.
   - The "Vendor Sequence or Rejection Document No." block can be used to record your internal rejection tracking number. (Optional)

4. **SECTION B GUIDELINES:**
   - Identify whom Boeing should charge for the rejection "your company" or "someone else". If someone other than your company is responsible you must note that in the information block.

- If rejection is against Boeing (St. Louis) please state Boeing-St. Louis since Boeing has several production plants.
- Provide information on the physical location of the part.
- Add the Purchase Order and Line Item numbers as this is key information Boeing personnel loads into systems and therefore must be correct. For multiple line items, please state "see below" in this block and add line items to each section you complete at the "Quantity of parts…" line (IE: 1 pc for line item 045).

5. SECTION C GUIDELINES:

- Enter information about the specific part or detail that actually failed. Enter its proper B/P number and name (use –5XXX numbers instead of blueprint engineering numbers –2XXX if known).
- Enter the Model number as referenced.
- Enter all serial numbers affected. Add specific serial numbers in each entry on the "Quantity of parts…" line (IE: 1 pc for line item 045 for S/N# BAD001).
- Add the total quantity rejected (IE: if there are 10 pcs on one line item then input 10, if there are two line items of five each, enter10.
- If the "Revision to Current Tag" block at the top of the form is checked, enter the number 1 here, if this is a revision to a revision then enter the number 2 and etc. for multiple revisions.

The "Reported Nonconformance" section can be duplicated for multiple entries.

- Add the entry (Discrepancy number) and total of all discrepancies (IE: 2 of 4).
- Enter the number of parts rejected for this entry only.
- Note if graphics are attached.
- Document blueprint information needed to accurately locate defect on the part. Note the specific B/P sheet number and B/P zone. If not working to a B/P, Supplier must provide a sketch and the manufacturing requirements (IE: Per CAD projections).
- Document the B/P "Should Be" condition. (i.e., part should be without dent or crack)
- Document the actual condition (i.e., Part checks with one dent 2.4" x 4.4" in size located 12" from aft EOP, and 24" from outboard EOP, dent is .25" deep and also checks with a 1" crack thru part at bottom of dent in a forward to aft direction). Note that this is one entry since all defects are contained in the same area and caused by the same damage. A dent and a crack in two different areas would be submitted as two entries.

Examples:

- 20 holes of the same size in a skin would be considered one entry.
- Two different sets of holes in a skin would require two entries.
- A lug on a machined part that was "false cut" would be one entry even though multiple B/P dimensions are affected.

Purposed supplier dispositions may be entered in Section C or submitted as an attachment. (Optional)

Contact MRB Inspection (ref. Page 3) for any additional information requests.

6. Graphic Attachments:

The preferred graphic format is TIF (version 5 and uncompressed). However, JPEG, or GIF are acceptable. The archive program ZIP can also be used to bundle and shrink e-mail submissions. Graphics may also be faxed to personnel noted on page 3. Identify all documents with the same basic number or naming system (IE: ND0001.DOC, ND0001A.TIF, ND0001B.JPG, etc.) The rejection number can be used as the base name, but must be consistent since this is the naming convention that will be used and referenced in our document/s.

Vendor Non-Conformance Data - Material Review

☐ New Tag	☐ Revision to Current Tag	☐ Additional Information	NCD #

A. Vendor Data

Vendor Name		Contact Name
Fax No.	Contact Phone No.	Vendor Sequence or Rejection Document No. (as required)

B. Charge Data

Who should be charged for this rejection?
☐ Above Named Vendor ☐ Other (If other, please explain below)

Other Chargeable Vendor Information (include vendor name, contact, phone, and explanation)

Where is the current location of the part?
☐ Above Named Vendor ☐ Other (If other, please explain below)

Please explain other location, where and why.

Purchase Order Number	Purchase Order Line Number

C. Rejected Part Information

Failed Part Number	Failed Part Name

Model Number (IE: 03 for AV8B, 04 for F18, 07 for C17, 09 for T45, or 30 for F15)

Serial Number/s

Total Quantity Discrepant	Revision (NOR) requested (as needed) Revision number #:

Reported Nonconformance – Click on gray fields to enter data, repeat this section for multiple entries.

Discrepancy No. of

Quantity of parts on this entry:

Attached graphic/photo sketch (Y,N):

Blueprint (B/P) Drawing No., Sheet No., and Zone No.:

Should be condition:

Actual condition:

MAC 861MRB (Rev 10 Jan 2002)

III. GUIDELINES FOR SUPPLIER ND WRITE-UPS

1. **GENERAL INFORMATION:**
   An Engineering Drawing of the part containing the nonconforming condition, and the ND describing the condition must be all that is needed to enable the A&M Material Review Board (MRB) to understand the discrepancy. For this reason, it is important that ND's are clearly and accurately written, and contain enough information to allow the A&M MRB to disposition the ND with minimal investigation.

   Reported nonconformance should contain specific information with enough detail for A&M to make a disposition, including "SHOULD BE" & "NOW" conditions. Enter the percentage of completion of failed parts, e.g. 25%, 90%, or 100% complete. Also indicate if processing operations (e.g. anodize, prime, plating, etc.) have been performed.

2. **COMMUNICATION INFORMATION:**
   If A&M Quality/Engineering personnel were contacted prior to ND submittal, please include names and telephone numbers in Section C of the ND and reference any A&M Requirements Change Proposal (RCP) or Configuration Change Proposal (CCP) related to the condition documented on the ND.

3. **MATERIAL REJECTIONS:**
   When parts do not pass required conductivity or hardness test, supplier personnel shall list conductivity/hardness test results for any/all specimens tested and indicate whether these values were accepted or rejected.

   When tensile test specimens are rejected, supplier personnel shall list values for rejected specimens along with values for any/all specimens that were accepted. Any excess specimens/stock that may exist for retest purposes shall be noted.

4. **ADDITIONAL GUIDELINES:**
   - When a part is rejected to a Supplier generated Drawing, supplier personnel shall provide a copy of the Supplier generated Engineering Drawing, or a photocopy of the affected area, along with the ND.

   - A sketch showing the nonconforming condition, plus its dimensions and location on the part is recommended when text cannot adequately describe the condition.

   - In place of a sketch, the use of a photographic (high resolution) reproduction of the nonconforming condition and surrounding area may be used.

   - Engineering Drawing (blueprint) zones shall be noted for all discrepant dimensions. If parts are serialized, serial numbers shall be correlated to discrepant conditions. Nonconforming or discrepant conditions must be individually listed (Entry 1,2,3). When a number of parts have multiple

discrepancies, a summary or table to relate parts to entries shall be used. Similar discrepancies on different parts should have the same numbers for entries.

- Undercuts and undersized conditions shall be reported as separate conditions. An undercut has visible edges and is usually caused by a cutter overrun. An undersized condition generally affects an entire surface, has little or no distinct edge, and is usually caused by tooling setup mislocation.

- Reporting a range of thickness values for multiple discrepant conditions is not acceptable. For example, if twenty parts should have a thickness of 0.150±.010 and are checking between .100 and .139 thick, the parts must be serialized and the minimum thickness of each part must be reported.

- For undersized conditions that are difficult to define (non-linear taper, for example), a grid showing the remaining thickness of material in and around the discrepant area must be reported. The grid size and spacing should be as required to define the condition's shape and tapers.

- If the same undercut exists on two or more parts, the sketches noted on the continuation sheets may be used with letters in place of firm dimensions. A table must then be added to the ND, relating the dimensions for each serial number to the part.

IV. NONCONFORMANCE DOCUMENT REVISION

A revision to a current tag is initiated when the Supplier cannot comply with the ND disposition or needs to make corrections to a previously submitted ND, or when the Supplier cannot duplicate the reason for rejection of a part by A&M.

OPTION: In lieu of the supplier processing an ND, the procurement agent or SQM representative can submit an electronic "Request For Revision".

1. INITIATING A REVISION REQUEST

To initiate a revision request, submit a new ND form checking the "Revision to Current Tag" block and enter appropriate revision number and information in section C. If available, note the ND number the revision is requested for.

Note: Guidelines for Supplier ND Write-Ups are provided in Section III of this document.

2. SUPPLIER CANNOT COMPLY WITH THE ND DISPOSITION OR WHEN REVISIONS TO THE ND ARE REQUIRED.

Submit a new ND form checking the "Revision to Current Tag" block and enter appropriate revision number and information in Section C. Identify the applicable Boeing ND.

Note: Guidelines for Supplier ND Write-Ups are provided in Section III of this document.

3. SUPPLIER CANNOT DUPLICATE REJECTION OF AN A&M INITIATED ND

When the suppliers cannot duplicate or verify an A&M initiated ND, the supplier shall e-mail or fax an ND form marked "Revision to Current Tag" to the A&M Material Review Supervisor, (address on page 3) and **retain the part** until further notification from the A&M MRB. The Supplier shall identify the test performed; furnish test results, plus any additional data that will facilitate the evaluation process at A&M. Parts will not be accepted without this data. Parts shipped to A&M without authorization may be returned to the supplier for further evaluation.

OPTION: In lieu of supplier processing an ND, the SQM representative can submit an NOR in NonCon/D.

4. INITATING A RERSPONSIBILITY AMENDMENT REQUEST (RAR)

When a change to the responsibility designation or the 8-digit Supplier Code on an ND is required the Supplier should submit a new ND form checking the "Revision to Current Tag" block and enter appropriate revision number and information in Section C. Identify the applicable Boeing ND.

OPTION: In lieu of the supplier processing an ND, the procurement agent or SQM representative can submit an electronic "Request For Revision".

Note: Guidelines for Supplier ND Write-Ups are provided in Section III of this document.

V. NONCON/D TRAVELER

ND documents submitted by suppliers will be processed by the A&M MRB in the NONCON/D system.

With this system, the supplier will not receive a ND Document with dispositions for the supplier's nonconforming conditions. A printout similar to the one that follows this description will be sent to the supplier. This type of printout will also be enclosed with parts returned to the supplier for rework or repair.

This printout has several “Banners” which will show Discrepancy, Disposition, Supplier Code, Responsibility, QTY, and TAG Number.

In correspondence or telephone conversations, the supplier should refer to the seven digit NONCON/D number as the ND number. Responsibility designation can be found in the summary information line “RESP CD/SUPP NO.”. “S” = supplier responsibility and “M” = A&M responsibility.

NONCON/D Example

PAGE 001 DATE : 08/ 23/ 99
TIME : 10:45

BOEING – ST.LOUIS
MATERIAL REVIEW TAG

CFE – CONTRACTOR FURNISHED EQUIPMENT

TAG NUMBER : **0123456** **NONCONSTATUS : CL (CLOSED)**
DATE INITIATED : 08 / 02/ 99 FIND DEPT / CELL : 176R /
ROUTE TO ORG : 002842
WORK ORDER QTY : 1 PART NUMBER : 68A123456-1001
PART S/N : 1234567 PART NAME : TEST PART
JOB / ITEM / COST : MD / CUM / UG / CUM : 30 / 1344 / 18 / S062
RESP CD / SUPP NO : S / 12345001 REF DOC NBR :
PO NO / ITEM : SUPERSD BY :
RECEIVER NO : PRECEDING TAG :
MATERIAL CODE : FOLLOW ON TAG :
NC STOCK LOC : PROPERTY NBR :
WORK ORDER NO : OPERATION NBR :
SUP CONTRACT NBR :
WORK MESSAGE : COPY SENT TO SUPPLIER

PHYSICAL DISPOSITION SUMMARY

FAILED PART NO	REWORK	REPAIR	SCRAP	STD RPR	USE AS	NO DEF	RTV
68A123456-1001	0	0	0	0	0	0	1

F / P QTY REJECTED: 1 VALIDATED COPY:
PMC MSG:
TOTAL QUANTITY REJECTED: 1

***** READY FOR REWORK/REPAIR PER DISPOSITION *****

DISCREPANCY NO : 01 OF 01 SKETCH:

FAILED PRT NUMBER : 68A123456-1001 DICREPANCY QTY : 1
FAILED PRT NAME : TEST PART MATERIAL CODE :
FAILED PRT S / N : 1234567 RESP DEPT : 000
RWK / REP ORD NO : N / A FAIL ANALYSIS : N
EQUIVALENT P / N : MATL TRACK RQMT :
CHARACTERISTIC :
LOCATOR : F/P PROP NBR :
AIRCRAFT ZONE : 07 DOOR :
MPIP : B / P ZONE :
X / BL : Y / FS :

Z / WL :

DISCREPANCY DISPOSITION SUMMARY

REWORK	REPAIR	SCRAP	STD RPR	NO DEF	USE AS	RTV	P	Q	E	C
0	0	0	0	0	0	1	Y			

********** DISC CODE U14 - PAINT / PRIMER : MISSING **********
PART WAS NOT PAINT PER PURCHASE ORDER OR SMI .
USER : M123456 J. SMITH STAT: II-Y DATE: 02-04-99 TIME: 10:45
********** ********ANALYST / BUYER DETERMINATION TEXT **********
SHIPPER NBR (123456789) QTY (1) RMA NBR (12345678)
RETAIN AT: MDAE ( ) QTY ( )
RETAIN AT: SUPPLIER ( ) QTY ( )
RETURN TO SUPPLIER (X) QTY (1)
CHARGE: MDAE ( ) SUPPLIER (X) MATL SUP ( )
SUPPLIER NUMBER (12345001)
USER : M123456 J. SMITH STAT: II-Y DATE: 02-04-99 TIME: 11:45
********** SUPPLIER INSTRUCTIONS **********
UPON SUCCESSFUL COMPLETION OF REWORK/REPAIR PER ABOVE DISPOSITION,
REMOVE & DESTROY RED INSPECTION HOLD TAG AND APPLY ACCEPTANCE STAMP
TO PART(S) IF REQUIRED. IN THE EVENT THAT THE NOTED DISCREPANCY CANNOT
BE DUPLICATED OR VERIFIED AN ND REVISION MUST BE INITIATED
AND SENT TO BOEING MATERIAL REVIEW FOR DISPOSITION. IF YOU ARE
SERVICED BY A BOEING SQM REP, THEY SHOULD BE CONTACTED TO OBTAIN
CONCURRENCE OF CAN NOT DUPLICATE OR CANNOT VERIFY. (REF. IV. 3)
USER : M123456 J. SMITH STAT: II-Y DATE: 02-04-99 TIME: 12:45

VI.PART PREPARATION

1. GENERAL INFORMATION:

Parts sent to A&M must be identified as defined here in and in the MRB disposition in order for A&M to properly control and process them. Reference PS 16001 and

MIL-STD-130 as applicable for additional identification information and/or requirements.

2. DISPOSITIONED PARTS:

Repair at the Supplier - Legibly stamp each part with the 7-digit ND number, serial number (if any), and acceptance stamp. Where practical, place the stamp in the area of the nonconformance.

Accept As Is – Legibly stamp each part with the 7-digit ND number, serial number (if any), and acceptance stamp. Where practical, place the stamp in the area of the nonconformance.

Scrap- No stamping is required. The part is to be retained at the Supplier for his use. Part(s) with a "Scrap" disposition shall not be reworked and sent to A&M.

Partial Dispositions - Tag each part with the Partial Disposition tag(s) provided by A&M and comply with the partial disposition. Document any requested rework or retest results on an ND marked "Revision to Current Tag" and send to A&M by the same method as the original ND. If the partial disposition requests shipment to A&M, be sure to mark the shipping container and packing list with the ND number, and "Attn: Supervisor, Material Review". ND items should not be sent to A&M in the same container as "good" parts.

Orange Stripe Parts – Comply with the ND disposition/Supplier guidelines and apply orange stripe label to part(s), and orange stripe label to shipping container.

IMPORTANT GUIDELINES
Supplier must include:

- **For the following dispositions: Partial, Orange Stripe, or Black Stripe, and/or when additional repair or action is to be accomplished at A&M, the ND number shall appear on the shipment packing list. For closed NDs, the ND number shall NOT appear on the packing list.**
- **A copy of the dispositioned ND (OPEN NDs ONLY).**
- **Two ND copies with the shipment of orange stripe parts.**

VII. SUPPLIER NONCONFORMANCE DOCUMENT PROCESSING ACTIVITY

SUPPLIER **A&M MATERIAL REVIEW** **SUPPLIER**

- Initiates ND - Holds part(s) in bond as needed - Submits ND to A&M MRB	- Reviews ND - Begins processing ND - Dispositions ND (final/partial) - Adds Controls (if any) - Mails/faxes dispositioned copy to supplier	- Reviews disposition - Complies with disposition - Inspects-Accepts Repairs - Stamps part(s) - Attaches tag/labels (if any) - References OPEN ND number on Packing list - Sends part(s) to A&M

VIII. SUPPLIER CORRECTIVE ACTION

Corrective action is the responsibility of the supplier. The supplier's corrective action process is subject to A&M assessment. Repetitive nonconforming conditions, or isolated nonconforming conditions that are serious, may be subject to requests for Corrective Action. Suppliers shall comply with A&M requests for Corrective Action.

For conditions that the supplier believes are A&M responsibility, the Supplier may request corrective action by A&M via written request to their A&M procurement agent.

The forms and examples used in these guidelines will not be kept updated, see the Boeing Web site for the current revision.