

**NCR CHANGE REQUEST PROCESSING  
GENERAL INFORMATION  
07/13**

Seller's product(s) received at Boeing-Mesa that is determined to be non-conforming to specification and/or drawing is documented on Boeing Mesa's internal product nonconformance record (NCR). Depending on the circumstance, product may be returned to the Seller for rework or replacement. If the Seller wishes to dispute the content of the defect text or the nonconforming condition documented, e.g. cannot duplicate noted condition, the Seller should submit a request for change to the Procurement Agent. The NCR Change Request is not to be used to request a change from an RTV disposition to a repair or use-as-is disposition or for responsibility changes. Responsibility changes should be communicated to the Procurement Agent for further instructions.

The following information is required to process a change(s) to an NCR:

1. NCR Control Number
2. Purchase Order Number
3. A comprehensive description of the reason for the change request
4. Back-up information in the form of test results, inspection analysis, etc., as applicable
5. Recommended actions for Boeing-Mesa Engineering consideration
6. Name and title of requester
7. Date of request
8. Name of Procurement Agent.

Please submit NCR Change Requests via fax to the appropriate Boeing Procurement Agent, accompanied by the data elements listed above to ensure the NCR change request is processed in a timely manner.

NOTE: Product **shall not** be returned to Boeing-Mesa until the Seller has received direction via instructions contained on the revised NCR. The NCR number shall be identified on the Shipping/Certificate of Conformance document.

Your cooperation in following these instructions will provide an audit trail to the documentation and tracking of NCR changes.