


# SUPPLIER'S DISPOSITION REQUEST\*

		(1) CHECK ONE <input type="checkbox"/> DESIGN CHANGE <input type="checkbox"/> NONCONFORMANCE		(2) SDR No.	
		Page "1 of" "			
(3) TO: GENERAL ATOMICS, AERONAUTICAL SYSTEMS INC.			(4) FROM SUPPLIER:		
(ATTN: BUYER)					
(5) PART NUMBER	(6) REV.	(7) DESCRIPTION	(8) QTY	(9) SERIAL NUMBER(s)	(10) UNIT P/N
(11) PO / ISR / SUPPLIER W/O		(12) GA-ASI W/O	(13) RELATED NR(s)		(14) RELATED SDR(s)
(15) LIST REQMTS IN QUESTION			(16) DESCRIBE NONCONFORMANCE / CHANGES		
(17) RECOMMENDED DISPOSITION (s)			(18) JUSTIFICATION(s)		
(19) CAUSE(s) OF NONCONFORMANCE			(20) CORRECTIVE ACTION(s)		
(21) ORIGINATOR		SUPPLIER QA REP.		SUPPLIER ENG/CONTRACTS	
DATE		DATE		DATE	
TO BE COMPLETED BY GA-ASI					
(22) RECOMMENDED DISPOSITION: <input type="checkbox"/> APPROVED W/ COMMENTS IF REQ.			(23) <input type="checkbox"/> DISAPPROVED W/ REASON		
DISPOSITION TO BE COMPLETED BY SUPPLIER					
(24) QTY SHIPPED	(25) SERIAL NUMBER(s)		(26) SUPPLIER'S QA REP.		DATE
THE ISSUANCE AND ACCEPTANCE OF THIS REQUEST IN NO WAY LIMITS OR AFFECTS THE WARRANTY PROVISIONS OF THE ORDER. THIS REQUEST SHALL NOT ESTABLISH A PRECEDENT OR OBLIGATION TO ACCEPT SIMILAR CONDITIONS IN THE FUTURE. <b>DO NOT SHIP</b> ITEM(S) UNTIL THE APPROVED SDR IS RECEIVED BY THE SUPPLIER.					

# INSTRUCTIONS FOR COMPLETING SDR FORM

## GENERAL

1. Failure to follow these instructions will result in rejection of the SDR.
2. The person or organization detecting a nonconformance or design deficiency or requesting a design change for manufacturability purposes shall transmit the Supplier Disposition Request (SDR) to GA-ASI as soon as practicable following discovery and confirmation of the nonconformance, deficiency or improvement. Resubmitted SDR's which provide supplementary information shall be complete, including all information previously submitted (corrected if necessary), and shall be identified by the original SDR number.
3. Items shall be reported on this form only if the requested disposition is Use-As-Is, repair, or modify. The Supplier may reject, rework, or scrap nonconforming items without GA-ASI approval, unless otherwise stipulated in the purchase order.
4. When additional space is needed, use follower sheets identified by SDR number, referencing the block of numbers which are continued. List the follower sheets and other attachments, in the respective block on the form.
5. The originator shall submit to GA-ASI QA through the GA-ASI Buyer an electronic or fax copy of the original for approval of disposition request. GA-ASI QA is responsible for processing the SDR through completion. GA-ASI QA shall return the Approved or Disapproved SDR to the supplier. If approved the supplier shall complete the job and is authorized to ship. Reproduced copies may be used for distribution.
6. Supplier shall use block 26 to approve that the disposition action has been completed and shall indicate in block 24 and 25 the quantity and serial numbers shipped. The supplier assures that the quantity shipped does not exceed the quantity approved.

## SUPPLIER COMPLETE AS FOLLOWS

### Block

1. Indicates purpose of SDR. Nonconformance or design change request.
3. The mailing address of GA-ASI and Buyers name.
4. The name and location of the organization originating the SDR.
5. GA-ASI or COTS part number.
6. 6., 7., 8. and 9. are self-explanatory.
10. Unit Part Number which utilizes part in question, if known.
11. The Purchase Order number or Internal Service Request number.
12. GA-ASI Work Order Number, if known.
13. List any related Nonconformance reports (NRs), if known.
14. List any related SDRs (dispositioned or not): a) That apply to the item covered by this SDR, or b) That had similar causes and affected other items supplied by GA-ASI.
15. Identify the actual Engineering Drawing/Purchase Order requirements. List as many features in question and itemize for clarity. Note the applicable specification number and paragraph or drawing number and location/zone. Describe it quantitatively. Be complete and concise.
16. Identify the actual nonconformance or design change, state the required conditions. Each item should correspond to an item in block 15. Identify any attachments submitted with the SDR that support the disposition or change. A repair procedure, including method of verifying acceptability, is required for any repair disposition. A design change or modification to procedure shall including provisions for acceptability.
17. Be clear and concise as to what disposition is recommended: i.e., Use As-Is, Repair, or Modify. Enter N/A for proposed design changes.
18. Explain, to the extent the supplier is knowledgeable, why it is to GA-ASI advantage to approve the requested disposition. Relate the effect on safety, performance, service life, site installation, maintainability, interfacing items, etc., if the recommended disposition is accepted.

## DEFINITIONS

- Supplier** — The company accepting a contract, subcontract, or purchase order issued by GA-ASI.
- Nonconformance** — A characteristic of an item or service which does not conform to specified requirements.
- Design Deficiency** — An error, omission, or other deficiency in design drawings or specification requirements which results in interferences. Inability to make the item, or failure of the item to function satisfactorily.
- Use-As-Is** — Acceptance of a nonconforming item for use, without restriction, repair or modification.
- Rework** — The process by which a nonconforming item is made to conform to prior specified requirements, by completion, re-machining, reassembling, or other corrective means. Not applicable for SDR's unless so stipulated in the purchase order.
- Modify** — A disposition authorizing modification of the hardware or the design document to comply with committed design document changes.
- Repair** — The process by which a nonconforming item is brought to an acceptable condition, such that the capability of the item to function reliably and safely is unimpaired even though the item still does not conform to the original requirement.
- Repair Procedure** — Document(s) containing instructions for accomplishing work in preparation for repair, and for repair operations on nonconforming items to bring them to an acceptable condition. The instructions shall also provide appropriate inspections and tests to be performed to determine acceptability of the repaired item.

### Block

19. State the cause of the nonconformance. Enter N/A for proposed design changes.
20. 20. State what corrective action is being taken, or has been taken, to prevent recurrence. State effectivity for the corrective action. Enter N/A for proposed design changes.
21. 21. Originator, Engineering/Contracts and Quality Assurance signature approvals are required.

## GA-ASI COMPLETE AS FOLLOWS

2. SDR Number: QA shall enter the number provided by SAP.
22. GA-ASI QA to forward the SDR to the appropriate Program Engineer for consideration. GA-ASI Engineering checks appropriate block 22 Approve or 23 Disapprove. If Approve and special notes are necessary, enter notes in Block 22. If Customer approval is required, Customer may sign in Block 22.
23. If disapproved, state why in Block 23.

## SUPPLIER COMPLETE AS FOLLOWS

24. Indicate the quantity of parts that will ship with the SDR.
25. Indicate the Serial Numbers that will ship with the SDR.
26. The Supplier Quality Representative signs and dates the disposition block indicating that the parts shipping conform to all requirements for the product except those that are addressed in this deviation request and the quantity of parts shipped does not exceed the quantity of parts approved.