

QUALITY OPERATIONS STANDARD

TITLE: GUIDELINES FOR SUPPLIER PREPARATION AND PROCESSING OF SUPPLIER MATERIAL REVIEW REPORT (SMRR/WT)

Standard Number: **QOS 0035** Revision Letter: **L** Effective Date: **July 31, 2014**

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REVISIONS

DATE	REV.	REV. BY	DESCRIPTION	RATIONALE
15-Jan-98	A	WA	Box 16 Non-applicability Indication Marks	Resultant of '97 ISO 9001 Qualification Finding
01-Dec-99	B	WA	Redefined Box 13/19 Entry	Address customer concern/CAR re. secondary SMRR
21-Jul-00	C	WA	Added Box 3A & 8A, Revised Boxes 9-28	Resultant of SMRR Lean Initiative to reduce SMRR Flow Times
31-Oct-00	D	WA	Added Post MRB Disposition Instructions Sec IV.B. Added references to WT's	Request from MQ MOSC. Implementation of MES-NC in BPA
15-Feb-02	E	WD	Revised Box 18 & Added Note on Page 4 & 6	To preclude submittals of recurrence, removed supplier responsibility to issue VAT Cards.
20-Dec.-02	F	LT	Revised Fax and telephone no on page 16 Added Instructions for adding an SMRR into the MYOASIS Data Base – pages 6 to 14	Fax and telephone numbers changed. Supplier will enter SMRR directly into MYOASIS
04-Mar-04	G	LT	Added verification of corrective action on page 5 step 25 bullet 4.	Evidence of verification of corrective action.



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REVISIONS (continued)

06- Sept-05	H	BD/WA	Updated SMMR processing to include SAMC, clarification of usage of SMRR vs. WT	Provide procedure for SAMC to address SMRR
20-Mar-06	I	BD	Reformat, Update required information for WT processing	Re-number paragraphs when using MY OASIS, Enhance WT processing
26-June-07	J	BD	Add recurrence requirements, revise identification requirements, replace AEW & EWS with Eastern Region	Clarification of SMRR identification requirements, organization changes
02 April 12	K	BD DG	Incorporated Melbourne facility into document Changed procedure to reflect re-organization	Melbourne facility recently went to MES for nonconformance processing Needed to make procedure consistent with organizational changes resulting from the single disclosure statement. Updated OASIS Screenshots (Figures 1 -4).
31 Jul 14	L	PJM	Complete Review and Revision, reference CPATS #Q4055592 issued 6/13/14.	Complete review and rewrite conducted in response to a DCMA CAR for documentation and VAT requirement deficiencies

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I. SCOPE:

This Standard applies to all Aerospace Systems Project IDs identified in the Supplier Quality Assurance Requirements (SQAR) document. This document is located on the Northrop Grumman OASIS website.

II. PURPOSE:

This Standard has been developed as a means to establish the guidelines for the preparation of Supplier Material Review Reports (SMRR) by applicable Northrop Grumman suppliers. Supplier Material Review Reports (SMRRs) shall only be submitted when engineering requirements have not been met during manufacturing.

III. ASSOCIATED DOCUMENTS:

MES NC Training	Located in OASIS – Integrated Systems – MES-NC – Info
SQAR	Supplier Quality Assurance Requirements
Form QO-F019	Supplier Material Review Report (SMRR)
Form Q2-F022	Discrepancy Report Supplement

IV. SPECIFIC REQUIREMENTS:

A. Processing Requirements

1. Quality will not process SMRR submittals where;
 - Parts were previously rejected to the supplier.
 - PCD/CEN's were not incorporated appropriately or in a timely manner.
 - Latest Engineering Orders (EOs) not incorporated.
 - Tool orders not incorporated
 - Defect description is incomplete; root cause/corrective action statements/planning is inadequate or missing.
 - Material Substitution

Submittals received in any of the aforementioned conditions, are subject to rejection/voiding.

IV. SPECIFIC REQUIREMENTS: (continued)

A. Processing Requirements (continued)

2. Incomplete submittals will be voided if no response is received within 5 working days after supplier notification of issue or at the discretion of the MRB Quality Engineer or Quality Manager.
3. When submitting a SMRR using MYOASIS, supplier will be notified of tag completion via e-mail.
4. When entering SMMR's suppliers will utilize the online SMRR training located on the Oasis page (MES-NC icon), Supplier Material Review Report (SMRR)

Information / Notes:

1. Do not use the Character Map found in Windows Accessories for inputting special symbols in OASIS, the symbols do not translate into MES correctly via the OASIS input program.
2. In instances where nonconformances affect holes, both the hole location and hole size must be documented.
3. If additional parts, including work in process, exist with the current nonconformance specify the additional quantities
4. Additional parts that exist in stock containing the same discrepancy as the part assigned to a specific aircraft shall be submitted on a separate nonconformance tag.
5. Stopping all manufacturing efforts for detail part fabrication, or on a nonconforming characteristic in assembly, or on the affected part number until formal notification is received of corrective action acceptance from AS Quality Engineering.
6. All known and suspected tools attributable to the noted nonconformance will be placed in a bonded condition. These bonded tools cannot be utilized until repairs have been made and tools have been proven capable of manufacturing parts to blueprint configuration.
7. Having objective evidence showing that the corrective action taken was effective and verified on the next release of parts/assemblies. These records must be maintained and made available when requested by authorized Northrop Grumman Aerospace Systems personnel.
8. If additional parts, including work in process, exist with current nonconformance specify the affected qty. on the SMRR document
9. Defect description must include description relative to part manufacturing status (i.e. prime and paint not applied, part rough machined, part final machine completed, holes have not been drilled, etc.).

IV. SPECIFIC REQUIREMENTS: (continued)

B. Filling Out A Supplier Material Review Report

Supplier Material Review Report (Form QO-F019) may be utilized when authorized by MRB Quality Engineering.

NOTE: Standard procedure for nonconformance submittal is via OASIS – MYOASIS utilizing a Withhold Tag.

The Supplier is to complete the QO-F019 per the applicable form instructions provided with the QO-F019.

C. Revisions and Corrections to submitted WT Tags

1. Forward request to your Buyer referencing WT number that requires revision and reason for change.
 - a. If an additional discrepancy is being reported include all required information and sketches.
 - b. Update Corrective Action statement.
2. Buyer will forward information to Quality Engineering for processing.

D. Complying with Disposition/Finalizing a Supplier Material Review Report

1. ACCEPTED PART(S)

Part(s) must be identified in the following manner.

- a. Ink stamp SMRR/WT number on part(s)/assemblies in the vicinity of the part number. The same requirement/specifications applicable to part number marking shall be used. Parts/assemblies physically too small for stamping shall have the packaging marked.

IV. SPECIFIC REQUIREMENTS: (continued)

D. Complying with Disposition/Finalizing a Supplier Material Review Report (continued)

b. Securely wire a metal tag (the tag and wire shall be of a similar material to discrepant part so as not to affect subsequent processing) to the part or assembly (if shipped as an assembly) with the required information (from disposition) impression stamped on it.

1. The shape and information contained on the tag shall be as follows:

a. If the disposition is "Use As Is", a 1 1/2" diameter (round) metal tag shall be used, containing the SMRR/WT number, item/serial number."

NOTE: It is permissible to use both sides of tag.

b. Where subsequent reference to the SMRR/WT is required (as stated in the disposition), a 1" x 3" (rectangular) tag shall be used, containing the following statement, "Prior to use of part number _____, consult SMRR/WT number _____, item/serial number _____.

NOTE: It is permissible to use both sides of tag.

c. Material must be packaged in a manner that segregates conforming material from MRB dispositioned material in a positive manner or shipped separately from conforming material. Each shipment of MRB dispositioned material shall be accompanied by a copy of the SMRR/WT signed by the Supplier Inspection Supervisor in Box #29 attesting to his/her compliance with the MRB instructions. SMRR/WT numbers must be clearly documented on the first/front page of the shipping document.

umber , consult SMRR/WT number

IV. SPECIFIC REQUIREMENTS: (continued)

D. Complying with Disposition/Finalizing a Supplier Material Review Report (continued)

2. PARTS NOT ACCEPTABLE / REJECTED/RECOMMEND SCRAP

a. Subject part(s) have been dispositioned as not acceptable for use:

1. Supplier shall destroy or identify by appropriate means (permanent ink stamping, tagging, etc.) the part(s) with the statement, "Not Acceptable to Northrop Grumman, ref. SMRR/WT _____".

b. Supplier shall not resubmit the SMRR/WT or parts without prior approval of Northrop Grumman Quality organization.

3. PRELIMINARY / INTERIM DISPOSITION

a. Preliminary / Interim Disposition directions are required to be complied with by the supplier within 60 days of signed WT Tag otherwise the disposition is automatically void and parts are considered rejected.

NOTE: Extensions may be granted with Northrop Grumman MRB approval

4. SUPPLIER NOTIFICATION

a. When utilizing a WT, an automated email is generated upon closure (including a voided tag) of the SMRR and sent to the supplier with instructions on viewing and printing completed tag.

b. When utilizing form QO-F019 email notification will be sent via the Buyer or QE.

E. Information

1. For additional information and/or assistance contact your Northrop Grumman procurement representative.



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Form Q0-F019

NORTHROP GRUMMAN																			
SUPPLIER MATERIAL REVIEW REPORT										*1) SVRR NO. []	2) SHEET [] OF []	*2a) REVISION []							
3) SUPPLIER NAME & ADDRESS: []						* 2a) SUPPLIER CODE: []			4) DATE: []										
5) PART NUMBER: []				6) COMPLETE PART NAME: []				7) SERIAL NO(s): []											
8) PURCHASE ORDER NO. []		8A) ITEM NO. []		9) PURCHASE ORDER DELIVERY DATE: []		10) PROJ NO: []		11) MODEL: []		* 12) VEHICLE NO: []									
12) PRODUCTION LOT SIZE: []		14) NO OF PIECES SUBMITTED: []		15) GOVERNMENT INSPECTION: <input type="checkbox"/> SOURCE <input type="checkbox"/> DESTINATION			16) MATERIAL LOCATION: []		11) CRY CODE: []										
13) DESCRIPTION (ATTACH SKETCH OF NONCONFORMANCE): []																			
19) FATIGUE AREA Yes [] No []		20) FATIGUE TYPE STR [] SSR []		21) PROGRAM STRESS SSR []		22) MAJOR []		MINOR []											
23) DISPOSITION: []						24) CAUSE OF NONCONFORMANCE: []													
						25) CORRECTIVE ACTION: []													
26) VERIFICATION OF CONDITION SUPPLIER INSPECTION SUPERVISOR []						* 27) MRB APPROVAL QUALITY ENGINEERING [] ENGINEERING [] CUSTOMER []			* 28) CAUSE WORKMANSHIP <input type="checkbox"/> ENGINEERING <input type="checkbox"/> METHODS <input type="checkbox"/> INSPECTION <input type="checkbox"/> TOOLING <input type="checkbox"/> PLANNING (WC) <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> []		PREV <input type="checkbox"/>		CUM <input type="checkbox"/>						
29) DISPOSITION ACCOMPLISHED SUPPLIER INSPECTION SUPERVISOR []																			
* 30) #1 DISCREPANCY		DISPO		RESP		CAUSE		C/A		* 30) #2 DISCREPANCY		DISPO		RESP		CAUSE		C/A	
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
Q0-F019 (12-01)																			



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Form Q2-F022

		DISCREPANT REPORT SUPPLEMENT			
PREPARED BY [Redacted]	DATE [Redacted]	PART NUMBER [Redacted]		PAGE [Redacted] of [Redacted]	
DEFECT CODE	REPORT NUMBER <input type="checkbox"/> NWK [Redacted] <input type="checkbox"/> QWIK [Redacted]	REPORT NUMBER <input type="checkbox"/> SMW [Redacted] <input type="checkbox"/> MWK [Redacted]	CAB CONTROL NUMBER [Redacted]		
	[Redacted]				
MRB DISPOSITION APPROVAL					
MRB ENGINEER	DATE	MRB QUALITY ENGINEER	DATE	CUSTOMER	DATE
<small>ORIGINAL - RECORD COPY</small>			<small>COPIES - NON-RECORDED</small>		
<small>Q2-F022 (8-05)</small>					