

SUPPLIER DEVIATION REQUEST

(1) Supplier Name	(2) Supplier Address	(3) Date
(4) Supplier Representative Name		(5) Supplier Rep. Phone No.
(6) Supplier Representative Title	(7) PO Number	(8) Quantity Affected
(9) Buyer	(10) Part Description	(11) Line Item Number
(12) WDC Item Code	(13) Part Number	(14) Drawing Number
(15) REQUESTED DEVIATION		
(16) ROOT CAUSE AND CORRECTIVE ACTION		
(17) Engineering Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>		
ENGINEERING RECOMMENDATION		
ACTION: This Lot Only <input type="checkbox"/> Print Change <input type="checkbox"/>		
(18) WDC Engineering Signature	/ Date	(19) WDC QA Signature
		/ Date
(20) WDC PO Agent Name: _____		
(21) Deviation Number: _____		
/		
(22) WDC PO Agent Signature		
Date		
cc: Purchasing		
NOTE: If Deviation is allowed, a copy of this form shall be included with each affected shipment.		

INSTRUCTIONS FOR COMPLETING THE SUPPLIER DEVIATION REQUEST FORM

The following instructions are required and complete adherence is necessary for submittal of a Deviation Request. WDC Procurement Department personnel can and will return Deviation Request if all information is not provided.

The Supplier must complete Items 1–13 and 15–16 in entirety and Item 14, if applicable. WDC Engineering Department personnel must complete Items 17 and 18. WDC Quality Assurance Department personnel must complete Item 19. Procurement Department personnel complete Items 20 and 21, and the WDC Purchase Order Agent signs Item 22.

A copy of signed and completed Deviation must be forwarded to Procurement Department personnel for retention in purchase order folder.

- | | | |
|----|--|---|
| 1 | Supplier Name | Supplier complete name. Acronyms can be provided in parentheses. |
| 2 | Supplier Address | Supplier must provide street address, city, state, and zip code. |
| 3 | Date | Date form is generated. |
| 4 | Supplier Representative Name | Must be an authorized representative of the company. |
| 5 | Supplier Rep. Phone No. | Phone number and extension, if applicable, of authorized supplier representative. |
| 6 | Supplier Rep. Title | Authorized title. |
| 7 | WDC PO Number | Purchase Order Number as reflected on purchase order. |
| 8 | Quantity Affected | Provided by supplier. |
| 9 | Buyer | Name of buyer on purchase order. |
| 10 | Part Description | Complete description of the line item as reflected on the purchase order. |
| 11 | Line Item Number | Line item number as reflected on the purchase order. |
| 12 | WDC Item Code | Five (5) digit item code as reflected on the purchase order. |
| 13 | Part Number | Manufacturer part number as reflected on purchase order, if applicable. |
| 14 | Drawing Number | WDC drawing number as reflected on the purchase order, if applicable. |
| 15 | Requested Deviation | Supplier must provide complete explanation for request of deviation from WDC purchase order and any supporting documentation. |
| 16 | Root Cause and Corrective Action | Supplier must provide a complete and detailed explanation for the root cause of deviation(s) and a corrective action plan to ensure no other deviation(s) will be necessary. |
| 17 | WDC Engineering Approval/ Recommendation | Completed by WDC Engineering Department personnel after review of all deviation documentation provided by the supplier. WDC Engineering Department will approve/disapprove the supplier's request for deviation. Engineering recommendation will be provided, if applicable. Engineering Department personnel will complete "Action" section. |
| 18 | WDC Engineering Signature and Date | WDC Engineering Department Personnel approval and date. |
| 19 | WDC Quality Assurance Signature and Date | Quality Assurance Department Personnel approval and date. |
| 20 | WDC PO Agent Name | WDC employee listed as the Agent on the Purchase Order. |
| 21 | Deviation Number | Supplier number with year and deviation number (e.g.: 8X000105-05-01). Deviation number is an ongoing number. |
| 22 | WDC PO Agent Signature | WDC employee listed as the Agent on the Purchase Order. This person can also be the Plant Manager or delegate. |