

**IV-04 DEVIATION REQUEST**

**Purpose**

To provide a method for suppliers to request deviation from part drawing, inspection standard, or performance requirements.

**Supplier Responsibilities**

General Requirements

1. Complete a Deviation Request form (**IV-04-F01**) for each non-conforming incident. Non-conforming incidents include deviation from standards, performance requirements, or other contractual criteria.
2. Submit the completed Deviation Request form to the relevant ADVICS Quality Engineering Contact **prior to shipment of parts or materials**.
3. **The supplier IS NOT authorized to ship** known deviation material without prior written approval from the ADVICS Quality Engineering department.
4. Deviation Request must be approved and signed by an authorized supplier manager (see form **IV-04-F01**, "Supplier Approval" sections). The supplier is responsible for distributing the deviation request to all impacted departments within the supplier organization. If you have any questions about supplier approval, please contact your ADVICS representative.
5. ADVICS Quality Engineering department will review, distribute, and submit the request back to the supplier after the appropriate ADVICS departments have reviewed and approved the request.
6. All deviation requests are temporary and are only valid for an approved specified time and quantity (lot, if applicable), as indicated on the Deviation Request form by the ADVICS Quality Engineer. Extension information by request will be indicated on the Deviation Request Form (**IV-04-F01**).
7. Immediately prepare a countermeasure and corrective action plan to address the condition that created the need for a deviation request. The corrective action plan must appear on the completed deviation request form.
8. **An approved deviation request DOES NOT** alter, change, extend, or modify existing drawings, inspection standards, or requirements and may not be implemented as a permanent process. Permanent changes require an Engineering Change Request or Process Change Request and approval process.
9. All parts shipped under an approved deviation request require a tag with a Deviation Request Tag (**IV-04-F02**) on each container of parts.
10. Deviations apply to temporary changes to non-critical characteristics, minor appearance items, and processes. ADVICS does not approve changes critical to assembly characteristics, performance requirements, appearance defects, and/or those of which are visible on the finished assembly using deviation requests.

REVISION:	Original	<b>SUPPLIER REQUIREMENTS MANUAL</b> Uncontrolled if Printed	IV-04
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