INSTRUCTIONS FOR COMPLETING SUPPLIER DEVIATION REQUEST

1. General

The Supplier Deviation Request (SDR) is used by the supplier to document a request for a product or process deviation. This form is to be sent to the designated Kollmorgen contact person for processing.

2. Instructions

A. **Supplier Information** – Enter the current date, supplier's name (and location), name of supplier contact, telephone # and fax #; completed by Supplier

B. **Part Information** – Enter the specific part number, part description, drawing revision level, PO number, and quantity for the parts being requested for deviation; completed by Supplier.

C. **Deviation Request** – Identify whether the request is (completed by Supplier):

1. product of process related
2. a 1st time request or a repeat request
3. a permanent or temporary request

- Current Requirement/Process – Fully describe the current requirement/specification or process; completed by Supplier
- Proposed Deviation – Fully describe the requested deviation from the current requirement/specification or process; completed by Supplier.
- Reason for Deviation/Corrective Action – Fully describe the reason for the deviation. Also identify the corrective actions to be taken to prevent a similar deviation in the future, if applicable; completed by Supplier.

D. **Kollmorgen Approval/Disapproval** – The responsible persons representing each department will indicate their approval or disapproval, and sign and date the form; completed by Kollmorgen.

1. Purchasing – Provide the following information
    a. Top level part, customer, & PO # with special notes
2. Supplier Quality – Determine quality risk is acceptable. If item is customer controlled, identify and confirm compliance.
3. Engineering – Determine if deviation affects form, fit or function of part/assembly
4. Manufacturing – Determine if deviation affects production processing

E. **Disposition** – Identify whether the deviation requires a permanent drawing change. If so, enter the ECP/PCR #. Identify whether the deviation requires a corrective action. If so, enter the CPAOID #; completed by Kollmorgen.

F. **Document Storage** – All SDR's are to be stored at G:\Supply Chain\Quality\Document Storage\SDR.

1. Naming Convention – Name the file by "[Part Number] – [PO Number].pdf"

KOLLMORGEN	Supplier Deviation Request Form	
	QSP 2.01.21	Rev B

A. SUPPLIER INFORMATION	B. PART INFORMATION
Date:	Part Number:
Name:	Description:
Contact:	Revision Level:
Phone #:	PO Number:
Fax #:	Quantity:

C. DEVIATION INFORMATION

Deviation request is:

☐ Product Related ☐ Process Related	☐ 1st Time ☐ Repeat	☐ Permanent ☐ Temporary/Duration__

Current Requirement	Requested Deviation	Reason for Deviation

D. KOLLMORGEN DISPOSITION

Acknowledgements:	Signature:	Date:	Approve/ Disapprove:	Comments:
Purchasing				
Supplier Quality				
Engineering				
Manufacturing				
Other				

E. DISPOSITION (Completed by Kollmorgen):

Drawing Change Required?	☐ Yes	☐ No	If Yes, PCR/ECR #:
Corrective Action Request Required?	☐ Yes	☐ No	If Yes, CPAOID #:
Customer Controlled?	☐ Yes	☐ No	If Yes, attach customer approval:

Final Disposition/ Comments?: