

Supplier Deviation Disposition Request (SDDR)

NOTE 1. Completion instructions attached.		3. Attach additional information whenever necessary.	
2. Items 1-19 below to be completed by Supplier.		4. SRS shall be notified within 5 days after detection of deviation.	
Supplier Entry Information			
For Supplier Use		For SRS Use	
Supplier SDDR No.	Date Submitted	SRS SDDR No.	Project No. Date Received
1. Supplier Name	Address	City/State/Zip	2. Supplier's Order No.
2.1 SRS Document	3. Supplier's Part No.	4. Supplier's Part Name	5. Deviation Detected (Date) Method
6. All Previous SDDRS (No./Date)		7. SRS PO No./Change Notice No.	8. SRS Buyer 9. SRS Part No.
10. SRS Part Name	11. SRS SSR Notified (Date)	Method	12. SRS Eng Notified (Date) Method
13. Deviation Description (attach extra sheets, photographs, sketches, etc., as necessary and identify quantity and Serial Nos. as applicable)			
14. Supplier's Proposed Disposition <div style="text-align: center;"> <input type="radio"/> Use As-Is <input type="radio"/> Repair <input type="radio"/> Modify SRS Requirement </div>			
15. Cost Impact		16. Schedule Impact	
17. Proposed Disposition and Technical (plus cost/schedule if applicable) Justification (attach extra sheets, sketches, etc., as necessary).			
18. Associated Supplier Document Change(s)			
19. Supplier's Authorized Representative (Print)	Signature	Title	Date
SRS Entry Information			
20. SRS Disposition <input type="radio"/> Accepted Item Description _____ Responsible Division _____ <input type="radio"/> Rejected End Use _____ Functional Class _____			
21. DATR Document No.	For Prior Use DATR Application CTF (Print)		CTF (Signature)
22. SRS Action Justification and Statement of Verification/Re-examination Method (attach extra sheets, sketches, etc., as necessary) (See "Table A" on page 2 of 2)			
23. SRS Disposition Acceptance			
CTF/Disposition Originator (Print)		Signature	Date
Cognizant Quality Function (CQF) (Print)		Signature	Date
Verifier/Checker (Print)		Signature	Date
SRS Procurement and Materials Buyer (Print)		Signature	Date
SRS Department Manager (Print)		Signature	Date
Other (Print)		Signature	Date

Supplier Deviation Disposition Request (SDDR)

Instructions (Always Include Instruction Sheet with Form.)

Proc. Ref. 3E, 1,7

This form is to be used by a supplier or sub-tier supplier after Purchase Order Award to:

- a) Notify SRS when manufactured product or service does not meet established contract requirements and to document the supplier's proposed disposition, with their technical proposed disposition, with their technical (and where appropriate, Cost/Schedule) justification.
- b) Notify SRS when the supplier wants to propose changes to the contract documents unanticipated at time of award.
- c) Record SRS disposition of the SDDR.

A deviation is any departure from requirements specified in Procurement Requirement Documents (PRDs) which the supplier proposes to incorporate in the completed item or service provided. Deviation disposition can be classified as "Use As-Is", "Repair", or "Modify SRS Requirement".

Repair is defined as the process of restoring a nonconforming characteristic to a condition such that the capability of an item to function reliably and safely is unimpaired, even though that item still may not conform to the original requirement. Repair includes alterations to the properties to the material through heat-treating, welding, metal deposition, chemical processing, etc. The SDDR form is not required for cases where SRS has previously provided authorization to proceed, using an accepted repair method for a specific type of repair. Records must be maintained for each specific repair.

Modify SRS Requirement is defined as the information indicated in items 13 and 14.

A SRS Engineering action and disposition statement does not relieve the supplier from responsibility for the accuracy, adequacy, or suitability of the item or service being provided as defined in the procurement documents, nor does it constitute waiver of the right to renegotiate the terms of the procurement documents.

Item No. Supplier Entry Information

1. Supplier's name and address, city, state and zip code. List same information for sub-tier suppliers if applicable.
2. Supplier's order number if one has been assigned.
2.1 SRS PRD number against which a deviation is being proposed.
3. Supplier's Part Number as applicable from the drawings, catalog, internal specification, etc.
4. Supplier's Part Name.
5. Date deviation detected and method used to detect deviation (NDE, dimensional, check, visual, etc.).
6. List all previous SDDRs and their dates that have been submitted for deviations requested on this purchase order.
7. SRS Purchase Order Number and, if applicable, Change Notice Number.
8. SRS Buyer Name.
9. SRS Part (item, part, tag or code) Number(s).
10. SRS Part Name, if one has been assigned.
11. Date and method (fax, letter, etc.) used to notify the SRS Supplier Surveillance Representative (SSR) whenever SRS Quality Surveillance is applicable. If the Purchase Requisition identified no requirements for Supplier Surveillance, enter "Not Required."
12. Date and method (fax, letter, etc.) used to notify SRS Engineering.
13. Describe the deviating characteristics and define the extent of the out-of-specified condition for each identified piece affected. Identify the location of the deviation characteristic by print coordinates or specific location, as applicable. attach reproducible quality extra sheets, sketches, photographs, etc., as necessary. When proposing a change in either supplier or SRS documents; describe the change; identify the documents completely including title or subject, date and revision; and where appropriate, attach a copy of areas in question.
14. State proposed disposition category.
15. Enter cost impact that would result from proposed changes and which will be reflected in appropriate Procurement documents.
16. Enter delivery schedule impact that would result from proposed changes.

Item No. Supplier Entry Information (Continued)

17. Describe the proposed disposition and provide technical (and where appropriate cost/schedule) justification for SRS evaluation. Attach reproducible quality copies whenever required. If the deviation is correctable by repair, submit a detailed repair procedure or reference the procedure previously submitted and approved by SRS for use in similar situations. Provide supplier control number and procedure title. For documents, provide suggested corrective wording, procedures, documents, etc. Provide a copy of each SDDR attachment to the SRS SSR at the supplier's location.
18. Identify supplier documents by control number/title, if available, or content/type description.
19. Enter the name (typed or printed) and title of the supplier's representative authorizing the disposition request and have appropriate signature and date signed.

Item No. SRS Entry Information

20. Check SRS Engineering disposition accepted or rejected. Provide justification for the acceptance or rejection in Item 22. Include the appropriate item description, end use, responsible division and functional classification.
21. When a disposition of "Use As-Is," "Repair," or "Modify SRS Requirement" is accepted for parts used in nuclear and nuclear support facilities, enter DATR Document No.
22. Provide appropriate justification for the SRS disposition(s) indicated in Item 20. When changes to PRDs are involved, each document should be identified and the associated change briefly described. If other suppliers are affected, indicate who they are and the documents that initiated resolution of that involvement. "Other" follow up action (e.g., the need for additional SRS calculations, additional drawings or sketches, inspection by SRS Engineering representative, etc.) should also be identified here. If SRS action is required, so indicate. State the verification/re-examination method to assure supplier action(s) were performed. This method is defined by the CTF and may be performed as defined by the process; for example, they may be performed by RI or the SSR. They may also be performed by document review or other method(s) defined by the CTF. Refer to baseline change procedures for baseline changes. Enter the TSQ number when a TSQ is required.
23. Each identified reviewer/approver enters their name, signature, and the date signed. The reviewer/approver identified as "Other", who is not listed on Item 32 enters their name, signature, and the date signed.
24. Identify if an SRS Document Change requires incorporation. If Yes, then identify the documents(s) requiring change.
25. Identify if an SRS Specification Change requires incorporation. If Yes, then identify the SRS Specification requiring change.
26. Identify if a Baseline Change is required. If Yes, then identify the Trend Number requesting the Baseline Change.
27. Identify if a Previously SRS Approved Supplier Document Change requires incorporation. If Yes, then identify the Supplier Document(s) requiring change.
28. Identify if any Other Document Change requires incorporation. If Yes, then identify the Other Document(s) requiring change.
29. Identify any other SRS Related Docs. If none, enter "N/A".
30. Identify if a Nonconformance Report is associated with this SDDR. If Yes, then identify the NCR No.
31. Identify the Methods of Verification.
32. Identify any Additional Reviewer(s) required. If none, enter "N/A".
33. Identify if a Facility Operations Safety Committee (FOSC) review is required. If not required, enter "N/A".
34. Obtain DC/RO review if required. If not required, enter "N/A".