



SUPPLIER REJECTION REPORT

SRR No (= NCR/NMR #)

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Part No.:		Part Description:		
Dwg # and Revision:		Date:		
P.O. #	Line Item #:	P.O. Qty:		
Supplier Name:		Contact Name:		

Item	Qty	Zone	Dwg. Characteristics	Defect Description	Measurement Instrument

Total Qty Rejected:	
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Root Cause of Nonconformance:

Corrective Action to Prevent Recurrence:	Corrective Action Effectivity Date:

Crane AE Internal Use Only: Non-Standard Parts

Are these parts destined for Production Stores?
<input type="checkbox"/> Yes <input type="checkbox"/> No*
<i>*If no, contact applicable Value Stream Manager, Program Manager, or Design Engineer for further instruction.</i>

SUPPLIER REJECTION REPORT/PROCESS (SRR / NCR)

The Supplier Rejection Report (SRR) Process is a non-standard means to bring product into CAE. This process is a vehicle in which suppliers request CAE's permission to ship non-conforming product. The supplier shall not submit discrepant parts prior to disposition of an AEF 40-003-01 SRR Form, unless specifically instructed to do so in writing by the CAE Supply Chain (SC) team. CAE should never assume product submitted on an SRR is acceptable for use, until a Non-Conformance Report (NCR) has been routed through Material Review Board (MRB) process and is approved and closed within the CAE electronic Quality Management System (QMS).

SUPPLIER RESPONSIBILITIES:

When it is determined that a defect exists that can not be reworked, the supplier shall request this SRR form from the CAE Purchasing Department or Procurement Quality Group or can be downloaded from the CAE website. The form shall be completed electronically and submitted back to the CAE Purchasing Department. The form shall be completed as follows:

PART NO. – The part number as indicated by the purchase order

PART NAME - Enter the name of the part or assembly being rejected.

DRAWING NO. - Enter the drawing number that describes the part(s) or assembly being rejected.

REVISION - Enter the revision of the drawing noted above.

DATE – Enter the date the SRR is initiated.

P.O. NO. - Enter the CAE purchase order number.

P.O. QTY - Enter the purchase order quantity for the item number above.

SUPPLIER NAME – Enter the name of your company.

CONTACT NAME – Supplier personnel responsible for handling the SRR.

ITEM - Assign a number to be used to reference each nonconforming condition.

QTY - Enter the quantity of rejected items for each nonconforming condition.

ZONE - Enter the drawing zone of the characteristic found nonconforming (if available)

DWG. CHARACTERISTIC - Enter the characteristic (dimension, note, etc.) as it appears on the drawing.

MEASUREMENT INSTRUMENT – Enter the name of the instrument used to measure the nonconformance.

DEFECT DESCRIPTION - Concisely state the as-inspected condition of the nonconforming characteristic. List the method or tool used to determine nonconformance. Digital photographs or diagrams used to show the nonconforming condition more clearly are encouraged and become permanent additions to the SRR.

TOTAL REJECT QUANTITY - List the total quantity of parts affected by the SRR.

ROOT CAUSE OF NONCONFORMANCE - State the root cause of the nonconformance

CORRECTIVE ACTION TO PREVENT RECURRENCE - List the corrective action which has been taken (or will be taken) to ensure that the nonconformance does not recur. TBD (to be determined) is not acceptable.

SUPPLIER QUALITY REP: Enter the name of the Quality Representative responsible for the corrective action.

CORRECTIVE ACTION EFFECTIVITY DATE - Provide the effectivity date of implementation of the corrective action.

The following outlines each individual step for the SRR Process:

- a) A supplier notices deviation from print on product destined for CAE. The supplier may determine the nonconformance cannot be reworked to print.
 - o If needed, Supply Chain shall send the latest revision of the SRR to the supplier.
- b) Supplier is required to complete all fields on the SRR form. Improperly filled out SRR forms will be rejected back to the supplier until all necessary information is populated.
- c) CAE Supply Chain, Strategic Sourcing and/or SQE receives the electronic SRR form from the supplier.
- d) Supply Chain and/or SQE will review SRR in detail for accuracy and acceptance.
 - o If the submitted SRR is incomplete, the SRR will be rejected back to the supplier for revision/updates.
- e) Accepting NCR's requires CAE to exercise MRB Authority, therefore the SQE shall confirm MRB authority prior to creation of an NCR for MRB review.
 - o If CAE does not have MRB authority, SQE rejects the SRR form.
 - o SQE or Supply Chain notifies the Supplier that the SRR has been rejected.
- f) Supply Chain or SQE, initiates a new NCR in Oracle.
 - o When the NCR is created, the completed SRR form is attached to the NCR and all applicable information is filled out in the NCR lines.
- g) SQE promotes NCR up to MRB for review.
- h) Once promoted, MRB will review the NCR to determine whether the product can be used in its current state or rejected.
- i) When the NCR review is completed, MRB will either accept or reject by selecting the applicable disposition and close the NCR in accordance with AEP 74-870.
 - o When an SRR is **Accepted**, the NCR shall be approved/closed with the disposition "Accept per SRR".
 - o If the SRR is **Rejected**, the NCR shall be closed with the disposition as "Info Only". It is recommended for engineering to include a summary for the reason why the SRR is rejected. Supplier is to be notified of the rejected SRR.
- j) SQE/QE notifies Supply Chain that a SRR is accepted once the NCR is closed.
- k) Supply Chain notifies Supplier that SRR has been accepted. An electronic copy of the closed / approved NCR is sent to the supplier.
- l) Suppliers are required to attach a copy of the approved/closed NCR to every shipment that contains product with MRB Accepted nonconformance.
- m) CAE RI verifies the approved NCR paperwork during the standard cert review and part inspection.
- n) CAE may further formally communicate with the Supplier using a Supplier Notification Form about the accepted material and recommend issuing an Internal CAR to prevent further nonconformances.

NOTE: SRR forms are not to be used for product already located at a CAE facility. If non-conforming product is discovered at receiving inspection, it will be handled via the non-conforming material process.

Supplier Rejection Report Process

