

SUPPLIER'S DISPOSITION REQUEST			(1) CHECK ONE NONCONFORMANCE <input type="checkbox"/> DESIGN CHANGE <input type="checkbox"/>		(2) SDR No.	
					Page	of
(3) TO: GENERAL ATOMICS P.O. BOX 85608 SAN DIEGO, CAL 92186-5608 ATTN: (Cog. QE)			(4) FROM: (SUPPLIER)			
(5) ITEM NAME AND SERIAL NUMBER(S)			(6) DWG/SPEC NO. & REV.		(7) P.O. NO. & ITEM NO.	
(8) QTY. ITEMS	(9) DATE	(10) PROJECT NUMBER/NAME		(11) RELATED SDR'S: (A) (B)		
(12) is this a 10CFR21 Issue: Yes <input type="checkbox"/> No <input type="checkbox"/> _____ <p style="text-align: center;">NCWG CHAIR</p>						
(13A) IDENTIFY REQUIREMENTS(S)			(13B) DESCRIBE NONCONFORMING CONDITION(S) PROPOSED CHANGE(S):			
			DATE		DATE	
(14) RECOMMENDED DISPOSITION			(15) ATTACHMENTS (LIST)			
			(17) CAUSE			
(16) JUSTIFICATION			(18) CORRECTIVE ACTION, WITH EFFECTIVITY			
(19) SUPPLIER APPROVALS						
_____		_____		_____		_____
(ENGINEERING)		(DATE)		QUALITY ASSURANCE		(DATE)
(20) TO BE COMPLETED BY GENERAL ATOMICS						
RECOMMENDED DISPOSITION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED						
_____		_____		_____		_____
(ENGINEERING)		(DATE)		(QUALITY ASSURANCE)		(DATE)
				(NCWG CHAIR)		DATE
(21) DISPOSITION ACTION COMPLETED						
QTY ACC	QTY NOT ACC	NEW SDR(S)		SUPPLIER'S QA REP'S. SIGNATURE		(DATE)
THE ISSUANCE AND ACCEPTANCE OF THIS REQUEST IN NO WAY LIMITS OR AFFECTS THE WARRANTY PROVISIONS OF THE ORDER. THIS REQUEST SHALL NOT ESTABLISH A PRECEDENT OR OBLIGATION TO ACCEPT SIMILAR CONDITIONS IN THE FUTURE. DO NOT SHIP ITEM(S) UNTIL APPROVED SDR IS RECEIVED.						

INSTRUCTIONS FOR COMPLETING SDR FORM – GA 2329

GENERAL

1. The person or organization detecting a nonconformance or design deficiency, or requesting a design modification for manufacturability purposes shall transmit a Supplier's Disposition Request (SDR) to General Atomics (GA) as soon as practicable following discovery and confirmation of the nonconformance, deficiency, improvement, or need for information.
2. Items shall be reported on this form only if the requested disposition is use-as-is, repair, standard repair, modify. Supplier may reject, rework, or scrap nonconforming items without GA's approval, unless GA-furnished material or parts are involved or it is otherwise stipulated in the purchase order.
3. The SDR number shall be of two parts. The first part being the GA purchase order (PO) number and the second part being a three or more digit sequential number (for each PO) that is assigned by the supplier, who will maintain a SDR number log to avoid duplication or gaps, e.g., "4500001208-001".
4. Resubmitted SDRs which provide supplementary information shall be complete, including all information previously submitted (corrected if necessary), and shall be identified by the original SDR number following by a revision indicator suffix if the resubmitted SDR is in fact a new document, e.g., "4500001208-001A".
5. When additional space is needed, use follower sheets identified by the SDR number, referencing the block numbers, which are being continued. List the follower sheets, and all other attachments, in block (14). Identify the follower sheets as "Page 2", "Page 3", etc.
6. The original SDR shall be submitted to GA for approval of disposition, returned to the supplier until the job is complete, and then returned to GA for long term retention. Reproduced copies shall be used for other distribution.
7. A copy of the approved SDR(s) shall accompany each shipment of the affected item(s).

SUPPLIER COMPLETE AS FOLLOWS

Block

- (1) Indicate purpose of SDR. (Limited to one type per SDR)
- (2) Enter SDR number (see items 3 and 4 above).
- (3) GA cognizant Quality Engineer's name.
- (4) The name and location of the organization originating the SDR.
- (5) (6), (7), and (8). Self-explanatory.
- (9) The date the nonconformance, design change, request occurred (or date of discovery, if occurrence date not known).
- (10) The number/name of the project, if known.
- (11) Related SDR's (whether dispositioned or not): a) That apply to the item covered by this SDR, or b) That had similar causes and affected other items supplied to GA. Identify by SDR number(s).
- (12) Is this a 10CFR21 issue? Check the applicable Yes or No box and obtain signature of GA's Nuclear Compliance Working Group (NCWG) Chairperson.
- (13A) Identify the actual nonconformance: state the required condition, and note the applicable specification number and paragraph or drawing number and location. Describe it quantitatively; be complete, be concise. Inspector or originator shall sign as indicated unless the occurrence was experienced by a sub-tier supplier, in which case the sub-tier supplier's name shall appear here. If GA has a resident Quality Representative at Supplier's plant, the Representative should also sign, as verifying blocks (1) through (13A).
- (13B) Describe the proposed design change. Identify and interfacing items affect by the change. The proposed change is reviewed and signed by GA Quality Assurance.
- (14) Be clear and concise as to what disposition is recommended; i.e., use-as-is, repair or modify. Which is to be reviewed by the appropriate GA material Board (MRB).

- (15) Identify any attachments submitted with the SDR. A repair procedure, including method of verifying acceptability, is required for any repair disposition. A design change and modification procedure, including provision for acceptability verification, are required for any repair disposition. Sketches or photographs are recommended to add to the clarity of description of the nonconforming condition or design change, or the recommended disposition.
- (16) Explain to the extent the supplier is knowledgeable why it is to GA's advantage to approve the requested disposition. Discuss effect on safety, performance, service life, site installation, maintainability, interfacing items, etc., if the recommended disposition is accepted.
- (17) State the cause of the nonconformance. Enter N/A for proposed design changes.
- (18) State what corrective action is being, or has been taken, to prevent recurrence. State when such corrective actions became, or will become, effective. Enter N/A for proposed design changes.
- (19) Supplier's Engineering and Quality Assurance approvals are required.

GENERAL ATOMICS COMPLETE AS FOLLOWS

- (20) Check appropriate block. If disapproved, state why. Engineering, and Quality Assurance are required. For nuclear fission division projects the Nuclear Compliance Working Group Chair signature is also required.

SUPPLIER COMPLETE AS FOLLOWS

- (21) The Supplier's QA shall verify that approved disposition action, including any required inspection, has been completed. Indicate results of that action by completing this block, signing, and dating. If any required repair or modification does not result in all items being brought into an acceptable condition, the quantity accepted and rejected shall be entered. If further action is required to bring items into the acceptable condition, initiate a new SDR and enter number here. Supplier's QA signature verifies correctness of statements. Supplier shall return completed original SDR to GA upon job completion.

DEFINITIONS

Supplier – The company accepting a contract, subcontract, or purchase order issued by General Atomics.

Nonconformance – A characteristic of an item or service, which does not conform to, specified requirements.

Design Deficiency – An error, omission, or other deficiency in design drawings or specification requirements, which results in interferences, inability to make the item, or failure of the item to function satisfactorily.

Use-As-Is – Acceptance of a nonconforming item for use without restriction or repair.

Rework – The process by which a nonconforming item is made to conform to prior specified requirements, by completion, remachining, reassembling, or other corrective means. Not applicable for SDRs unless so stipulated in the purchase order.

Modify – A disposition authorizing modification of the hardware and/or the design document to comply with requested design document changes.

Repair – The process by which a nonconforming item is brought to an acceptable condition, such that the capability of the item to function reliably and safely is unimpaired even though the item still may not conform to the original requirement.

Reject – A disposition used when it is determined that an item is unsuitable for its intended purpose.

Repair Procedure - Document(s) containing instructions for accomplishing work in preparation for repair, and for repair operations on nonconforming items to bring them to an acceptable condition. The instructions shall also provide appropriate inspections and tests to be performed to determine acceptability of the repaired item.

Standard Repair – A disposition used when it is determined that an item can be repaired in accordance with a MRB-Approved procedure or method.