How the Supplier Should Complete the SCAR (Supplier Corrective Action Request) Form # 10-59B

1. Section 1, Section 2, and Section 8 are completed by Astronautics Corporation of America (ACA).
2. Section 3 through Section 7 shall be completed by the Supplier.

Section 3

Note: The supplier containment action and short-term corrective action are located in one entry field in this section, but are two distinct questions. Therefore, they are defined here separately.

Supplier Containment Action Taken: The supplier is to determine if they need to contain and evaluate the product in-process, in-stock, in-transit or at the customer's location. How much product was found to have this nonconforming condition.

Supplier Short-Term Corrective Action: What has the supplier done to immediately contain the process from producing any more nonconforming product or from allowing the nonconforming product to proceed any further down the supply chain.

Supplier Root Cause Analysis: Preferably using a cross-functional team, review the issue and determine the root cause of the problem. The list of quality tools below, includes, but is not limited to:

- 5 "Why" Method
- Brainstorming
- Cause and Effect Diagram (Fishbone)
- Process Flowcharting
- Plan-Do-Check-Act
- Pareto Analysis
- Kaizan event
- Statistical Process Control
- Decision Matrix.

Astronautics would like to know the problem solving method used to determine the root cause of this nonconformance.

ACA Root Cause Category: Completed by Astronautics.

ACA Root Cause Code: Completed by Astronautics.

Supplier Analysis Completion Date: The date the supplier completed the root cause analysis.

Section 4

Supplier Corrective Actions (CA): What action(s) are taken to eliminate the root cause of the nonconformance.. This may include a process or procedural change. Any documents or processes that have been modified should be documented in this area of the SCAR.

NOTE: Some corrective action plans take longer to implement; therefore, for the initial submittal of the SCAR, it is acceptable to submit the SCAR with the corrective action and future implementation and effectiveness review dates established.

Supplier CA Implementation Date: Enter the date the corrective action will be implemented.

Section 5

Supplier CA Effectiveness Review: **This section is the most important section of this SCAR form**. Please enter evidence that the corrective action implemented above did indeed eliminate the root cause of the nonconformance. Example: The process was changed and 20 parts were produced. These 20 parts were inspected and all 20 parts passed the inspection without recurrence of the nonconformance.

Supplier CA Effectiveness Review Date: For the initial submittal to Astronautics, enter the date when the effectiveness of the corrective action is planned to be reviewed. This is typically a period of time after the Corrective Action implementation date. Leave the above section blank.

Once the Corrective Action Effectiveness has been reviewed, enter the date the CA was deemed effective in eliminating the
root cause of the nonconformance and resubmit to Astronautics. In the event the CA takes longer to implement from that originally targeted, another estimated date of completion is acceptable, but needs to be communicated to Astronautics.

Section 6

Supplier Preventive Action Required? (Yes/No) If not, provide justification below and continue to section 8,

Supplier Preventive Actions (PA): Supplier is to determine if any other products can be affected by this nonconforming condition. If a process change was the corrective action, what other parts go through that same process that may also be affected by this nonconformance? Supplier is to document the actions taken to review other processes or products for the same nonconforming condition.

Supplier PA Implementation Date: Enter the date the PA will be implemented.

NOTE: Some preventive action plans take longer to implement; therefore, for the initial submittal of the SCAR, it is acceptable to submit the SCAR with the preventive action with future implementation and effectiveness review dates established.

Section 7

Supplier PA Effectiveness Review: Please enter evidence that the preventive action implemented above did indeed eliminate the root cause of the nonconformance. Example: Three other products go through this process. A total population of 120 parts from these 3 product lines were produced. These 120 parts from 3 product lines were inspected and all parts passed the inspection without recurrence of the nonconformance.

Supplier PA Effectiveness Review Date: Enter the date the PA was determined or will be determined to be effective. In the event the PA takes longer to implement, an estimated date of completion is acceptable

Note: Once the SCAR Preventive Action effectiveness review has been performed, the supplier shall re-submit the SCAR fully completed with both the preventive action plan and effectiveness review performed.