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Work Instruction

Work Instruction Number

WI070

Code Identification No. 22863

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Title: **SUPPLIER CORRECTIVE ACTION INSTRUCTIONS**

1.0 **PURPOSE**

To define a process and responsibility for issuing and accepting corrective actions to suppliers.

2.0 **REFERENCE MATERIAL**

- AF065 Supplier Corrective Action Request Form
- AF017 Rejection Report Form

3.0 **PROCESS INSTRUCTION**

All SCARs issued to suppliers are to be recorded in the Supplier corrective action log located in the supplier quality folder

The supplier will be issued the SCAR through email. The supplier can use the AF065, 8D or a format of their own as long as it still meets intended purpose.

The log will contain:

- Date of issuance
- Rejection report number
- Part number
- Status
- Validation
 - Validation will be done by receipts. Receipts will be monitored by inspection records. If a nonconformance pertaining to the previous rejection is not found the CAR will be Validated
- Date closed.
 - When an acceptable response is received
- Delinquent Responses
 - Delinquent is categorized by greater than 30 days

The SCARS will be located in the same folder as the CAR log,
Not all nonconformance's will trigger a CAR. CARs are issued at the discretion of the supplier quality engineer.
Notifications by part number/supplier will be noted in the log for reoccurrence.