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Work Instruction

Work Instruction Number

WI 070

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

Effective 7/1/2019: All SCARs will be documented in the Trackwise system.

The supplier will be issued the SCAR through email. The supplier can use the AF065 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.