

 **SUPPLIER NONCONFORMANCE APPROVAL REQUEST (SNAR) - or -**

 **SUPPLIER INFORMATION REQUEST (SIR)**

**SNAR** [ ]  **(1-13,15,16) SIR** [ ]  **(1-10 as applicable, 14-16) Assigned by SSP**

|  |
| --- |
| **No.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **PO Item # (R, N, S)**

 | 1. **Dwg Part No.**

 | 1. **Dwg Rev/ADCN**

 | 1. **Part Name**

 | 1. **Date**

 |
| 1. **Requested by: *(Supplier Company Name)***

 | 1. **P.O. No. Line No.**

 |
| 1. **QTY**

 | 1. **Serial Number(s) if applicable, or range of S/N’s; include WO number for Outside Processing *(If applicable, enter Serial numbers or range of SN’s)***

 | **10.**  |
| 1. **SNAR Non-Conformance Request Description**
 |
| **ITEM No.** | **QTY** |  **Dwg or Spec No.** | **LOCATION** | **SERIAL No.** | **Requirement*****(Enter Should Be for Item #)*** | **Deviation/Waiver Request*****(Enter deviation to Should Be)*** |
|  **SHEET** |  **ZONE** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. **Cause(s): *(For each of the above noted Item #’s, enter a root cause for each non-conformance deviation requested here)***

 |
| 1. **Corrective Action(s): (*For each of the above root causes, enter a corrective action here)***

 |
| 1. **SIR Supplier Information Request**
 |
| **Request: (*Enter your information request here)*** |
| 1. **SNAR/SIR Submittal Date:**

 | 1. **SNAR/SIR Requestor’s Name (Print): *(Your Name)* Title: Requestor’s Email or phone:**

 |
| 1. **Item #**
 | 1. **SSP Engineering SNAR DISPOSITION / SIR INSTRUCTIONS**
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|  |  |
|  |  |
| 1. **SSP MRB Required:**

**Yes** [ ]  **No [ ]**  | 1. **Customer Name:       Customer Number:**
2. **Customer Approval Required: Yes** [ ]  **No [ ]**
 | 1. **Customer Approval Date:**

**Comments:** |
| **23. Design Engineer:** |  | **24. Effectivity Date:** |
| **25. Quality Engineer:** |  | **26. Effectivity Date:** |
| **27. Buyer Acknowledgement:** |  | **28. Effectivity Date:** |

***NOTE: Supplier MUST receive a copy of a completed SNAR (signed by authorized SSP Design Engineer, Quality Engineer, and Buyer).***

***Copy of signed SNAR MUST be attached to the supplier’s shipping documentation.***

***SNAR number MUST be referenced on the supplier’s shipper and certification documents.***