



# SUPPLIER NON-CONFORMANCE REPORT

|               |
|---------------|
| Supplier Name |
|---------------|

|                            |
|----------------------------|
| Supplier NCR Revision/Date |
|----------------------------|

\* Indicates required fields.

## Section 1

|   |   |  |
|---|---|--|
| * | 1a. Supplier Non-Conformance Document Number        |  |
| * | 1b. Supplier Non-Conformance Document Date Issued   |  |
| * | 2. Date Non-Conformance Submitted to ULA            |  |
| * | 3a. Supplier Point of Contact                       |  |
|   | 3b. Supplier Point of Contact Email/Phone Number    |  |
| * | 4. ULA Assigned Supplier ID                         |  |
|   | 5. Supplier CAGE Code                               |  |
|   | 6. ULA Buyer  |  |
|   | 7. ULA Quality Engineer                             |  |
| * | 8a. ULA Purchase Order Number                       |  |
| * | 8b. ULA Purchase Order Line-Item Number             |  |
|   | 8c. ULA Purchase Order Delivery Date                |  |
|   | 9a. Quantity of Parts on Purchase Order Line-Item   |  |
| * | 9b. Quantity of Non-Conforming Parts                |  |
|   | 10. Supplier Part Number                            |  |
| * | 11a. ULA Part Number                                |  |
| * | 11b. ULA Drawing Revision                           |  |
| * | 11c. ULA Part Name                                  |  |
| * | 11d. Serial Number(s) (if applicable)               |  |
|   | 11e. Lot Number(s)                                  |  |
|   | 12a. Detail Part Number Affected by Non-Conformance |  |
|   | 12b. Detail Part Serial Number(s)                   |  |
| * | 13. Current Non-Conforming Hardware Location        |  |
| * | 14. ULA Furnished Material                          |  |



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Section 2

|   |   |
|---|---|
| * | 15a. Defect Summary (Limited to 40 Characters)  |
| * | 15b. Is Condition   |
| * | 15c. Should Be Condition  |
| * | 16. Supplier Recommended Disposition & Rationale <b>*Required for suppliers who own design authority.</b> |
| * | 17. ECD of Cause and Corrective Action, if not completed at time of submission.                           |

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## Section 3

|  |  |
|--|--|
| 18. Immediate Containment Activity Explanation             |  |
| 19. Reference Q-Note(s) with similar defect, if applicable |  |
| 20a. Cause   |  |
| 20b. Corrective Action(s)                                  |  |
| 21. CA Implementation Effectivity                          |  |
| 22. Supplier CA Document Number                            |  |

**ULA** SUPPLIER NON-CONFORMANCE REPORT

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Continuation Sheet:

# SUPPLIER NON-CONFORMANCE REPORT

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## Form Preparation Instructions:

1. a. Supplier non-conformance document number.  
b. Date document issued.
2. Date supplier submitted this non-conformance request to ULA.
3. a. Supplier point of contact.  
b. Supplier point of contact e-mail and phone number.
4. ULA assigned Supplier ID number (Z code).
5. Supplier assigned Cage Code.
6. Name of ULA Buyer.
7. Name of ULA Quality Engineer.
8. a. ULA purchase order number.  
b. ULA purchase order line-item number.  
c. Delivery date of purchase order line item from 8b.
9. a. Total quantity of parts ordered on ULA purchase order line item.  
b. Total quantity of parts affected by non-conformance.
10. Supplier part number, if applicable.
11. a. ULA Engineering part number reflected on purchase order line item from box 8b.  
b. ULA Drawing revision reflected on purchase order.  
c. ULA Part name reflected on purchase order.  
d. Serial number(s) – match format specified in drawing/spec, if applicable.  
e. Lot number(s) - match format specified in drawing/spec, if applicable.
12. a. This box shall be used when a detail component of the Engineering PN is affected.  
b. Detail part serial number(s), if applicable.
13. Identify current non-conforming hardware location (at supplier/previously delivered to ULA).
14. Identify whether the defect is on ULA furnished material.
15. a. High level overview of defect, limited to 40 characters.  
b. Detailed description of the measured and/or observed characteristic's actual state.  
c. Detailed description of the engineering requirement that should have been met. Include references to where the requirement is found in ULA and supplier documentation.
16. Supplier recommended disposition category (i.e., Repair, Use As Is, ULA authorized Standard Repair); if applicable. This box is intended to be used by suppliers who have design authority of the part. Recommended disposition does not guarantee the same disposition from ULA. ULA will proceed to disposition hardware per QS-814.
17. If the supplier requires additional time to provide cause and associated corrective action statements, provide ECD.
18. Describe immediate containment actions taken following identification of non-conformance.
19. If this is a repeat issue, provide reference to prior Q-Note(s) with the same or similar defect. "N/A" is acceptable if this is the first occurrence of this defect.
20. a. Provide Cause and supplemental analysis information as applicable.  
b. Provide Corrective Action(s) taken to address identified cause(s) to prevent recurrence.

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**Note: ULA requests cause and correction action within 14 days of a supplier reported non-conformance, with an exception for test anomalies.**

21. Provide corrective action implementation effectivity (date, SNs, next PO, etc).
22. Supplier corrective action document number, if applicable.

#### Additional Notes:

- Only section 1 & 2 content is required at time of NCR submission if Cause and Corrective Action is not yet complete.
- Please fill out the continuation sheet and/or attach documentation to this PDF form as needed. When using the continuation sheet, ensure citation of appropriate box is included.
- Supplier non-conformance evaluation requests shall be e-mailed to ULA Buyer listed on purchase order and ULA Quality Engineer assigned to supplier.
- Supplier may provide their own NCR form as correspondence to ULA instead of this form if all required information is included.
- ULA Authorization to supplier request will be provided through a ULA Qnote disposition. This form is a notification tool only.