



SUPPLIER NONCONFORMING MATERIAL NOTIFICATION - REQUEST FOR DEVIATION

Supplier No.	Supplier Name	Date	NCMR No.
Address		Phone No.	Email
Part Number	Rev No.	Part Name / Description	PO No.
Inspected By	Work Order No.	Customer Name	Serial No.
Operation Number	Operation Name	Order Quantity	Quantity Inspected
Description of Nonconformance / Comments			
Requested By	Title	Date	

Note: Supplier must submit this request to ROUSH Buyer to await Roush Material Review Board (MRB) Team action and disposition prior to releasing any product or material for shipment. All MRB Team recommendations are subject to strict compliance. A copy of this completed form must accompany any product or materials shipped. Any affected product is to be clearly marked in accordance with material disposition and all documents shall be traceable to this report.

FOR INTERNAL USE ONLY

MATERIAL REVIEW BOARD TEAM DISPOSITION

Disposition of This Lot Only			
Approved As Is	Rework	Scrap	Other
Quantity	Quantity	Quantity	

MRB Team Comments			
-------------------	--	--	--

AUTHORIZATION OF DISPOSITION / RELEASE

Engineering Final Approval	Date	Quality Final Approval	Date
Other Final Approval	Date	Other Final Approval	Date
Escalation Board Approval			
Corporate Quality Final Approval	Date	Division Director Final Approval	Date

NOTE: Escalation Board Member approval is only required where consensus of disposition cannot be reached by the MRB Team



SUPPLIER NONCONFORMING MATERIAL NOTIFICATION - REQUEST FOR DEVIATION

Supplier No. 1	Supplier Name 2	Date 3	NCMR No. 4
Address 5		Phone No. 6	Email 7
Part Number 8	Rev No. 9	Part Name / Description 10	PO No. 11
Inspected By 12	Work Order No. 13	Customer Name 14	Serial No. 15
Operation Number 16	Operation Name 17	Order Quantity 18	Quantity Inspected 19
Quantity Rejected 20			
Description of Nonconformance / Comments 21			
Requested By 22		Title 23	Date 24

Note: Supplier must submit this request to ROUSH Buyer to await Roush Material Review Board (MRB) Team action and disposition prior to releasing any product or material for shipment. All MRB Team recommendations are subject to strict compliance. A copy of this completed form must accompany any product or materials shipped. Any affected product is to be clearly marked in accordance with material disposition and all documents shall be traceable to this report.

FOR INTERNAL USE ONLY

MATERIAL REVIEW BOARD TEAM DISPOSITION

25			
-----------	--	--	--

Disposition of This Lot Only			
Approved As Is	Rework	Scrap	Other
Quantity	Quantity	Quantity	29
26	27	28	

MRB Team Comments 30			
--------------------------------	--	--	--

AUTHORIZATION OF DISPOSITION / RELEASE

Engineering Final Approval 31	Date 32	Quality Final Approval 33	Date 34
Other Final Approval 35	Date 36	Other Final Approval 37	Date 38
Escalation Board Approval			
Corporate Quality Final Approval 39	Date 40	Division Director Final Approval 41	Date 42

NOTE: Escalation Board Member approval is only required where consensus of disposition cannot be reached by the MRB Team

Purchase

The purpose of this report is to provide suppliers with a form to enable them to self-report any discrepancies to ensure that actions can be determined and initiated by authorized ROUSH personnel. Completed forms are to be submitted to buyers for disposition in consultation with suppliers and participating members of the Roush Material Review Board (MRB) Team.

Field No.	Instruction
1	Enter ROUSH Supplier Number - All suppliers are referenced by unique supplier numbers.
2	Enter complete supplier name.
3	Enter Current Date
4	Enter Nonconforming Material Report Number (provided by ROUSH)
5	Enter complete address of facility where work was performed
6	Enter complete phone number of facility where work was performed
7	Enter email address of contact person at supplier location
8	Enter ROUSH Part Number.
9	Enter ROUSH Part Number Revision Level.
10	Enter ROUSH Part Name or description of component - use N/A where this cannot easily be determined.
11	Identify Supplier PO No. where known if the nonconformity is the result of an outsourced process. This will help to identify where additional participation is required from purchasing personnel to solicit the involvement of suppliers or other interested parties.
12	Enter Inspector's name in this field.
13	Enter ROUSH Work Order Number or Project Number.
14	Enter Customer name - this helps to better understand customer specific needs and requirements.
15	Enter Serial Number where available. This helps to support traceability of parts and components etc.
16	Operation Number - this helps to identify potential sources of nonconformities to enable access to personnel, work areas, tooling and other variables to support an effective investigation.
17	Enter Operation name to help clarify process step(s) requiring review.
18	Enter total number of parts / pcs. Included in the order.
19	List quantity inspected to help determine if nonconformities may have affected other parts.
20	List quantity rejected to ensure all nonconforming products are identified.
21	Provide a clear description of the nonconformance providing as many details as possible.
22	Enter the name of the responsible person at the supplier location providing the notification.
23	Enter the title of the responsible person at the supplier location providing the notification.
24	Enter the date of supplier notification to ROUSH.
25	Provide details of MRB Team disposition including status - Use As Is, Rework, Scrap or other.
26	Enter number of parts / pieces approved as is.
27	Enter number of parts / pieces reworked.
28	Enter scrap quantity (number of pieces / parts).
29	Enter any other information as determined.
30	Add any additional comments to describe additional concerns, lessons learned, etc.
31	Engineering Review and Approval (sign-off) is required for disposition.
32	Date of approval is required to ensure disposition is determined in a timely manner.
33	Quality Review and Approval (sign-off) is required for disposition.
34	Date of approval is required to ensure disposition is determined in a timely manner.
35	Additional Approval Authorities (representatives of affected functions)
36	Date of approval is required to ensure disposition is determined in a timely manner.
37	Additional Approval Authorities (representatives of affected functions)
38	Date of approval is required to ensure disposition is determined in a timely manner.

- 39 Corporate Quality Final Approval may be required where the MRB Team cannot achieve consensus.
- 40 Date of approval is required to ensure disposition is determined in a timely manner.
- 41 Division Director Final Approval may be required where the MRB Team cannot achieve consensus.
- 42 Date of approval is required to ensure disposition is determined in a timely manner.

al

Document Change Log

Document Number		
<i>Revised By</i>	<i>Rev. Date</i>	<i>Section</i>
Walter Woods	5/22/2014	All
Walter Woods	01/28/15	Form title
Tony Parker	11/30/22	Form Title

CF-QA010

Revision Description

Initial release

Amended form title to include reference to deviation request

Amended form title for corporate use

Uncontrolled

<i>Rev</i>
00
01
02

d when printed