



Metal Preparations Co., Inc.
752 Military Road
Buffalo, NY 14216
716-874-0786

Supplier Corrective Action Requirements

If the supplier is issued a Supplier Corrective Action Request, the supplier shall complete the applicable sections of the Supplier Corrective Action Form (QSF-141-3). These sections include: Containment, Root Cause, Interim Corrective action, Long term Corrective Action, Implementation and effectivity.

The Corrective Action Response shall be structured using the following steps as a guide to achieve effective product and systems integrity.

Containment - Assure that all suspect products have been adequately segregated and the process has been immediately corrected as appropriate.

Root Cause Analysis - Determine the underlying reason for the variance or noncompliance. Both process root cause (causing the product variance) and Quality System root cause (reason the variance was not detected and escaped the supplier's facility) should be analyzed.

Interim/Long Term Corrective Action - Detail the steps necessary to successfully generate corrective action that will permanently correct the situation. Examples of acceptable corrective action:

- Improve tooling, fixture and gagging.
- Modify and better define manufacturing process(es).
- Revise manufacturing operation sheet to clarify and better define work instructions.
- Redefine or modify the product design by changing the specification requirement.
- Conduct formal and informal on-the-job training.
- Revise measurement system or sampling plan.

Implementation - Implement the steps detailed under "Interim/Long Term Corrective Action/Plan." Include implementation date for each step.

Effectivity – record date when corrective action is effective. Other information such as Lot/Batch No., Serial Number or other applicable information should also be recorded where shown. The signature of the supplier representative responsible for the corrective action, company name and date should be recorded where shown.

The Supplier Corrective Action Request must be signed by an authorized representative of the company and be returned to Metal Preparation Co., Inc. by the assigned due date. If the supplier requires more time to identify and implement corrective action, the supplier must contact MP Quality Assurance Department; 24 hours prior to the due date, and request an extension.

Failure to reply to a supplier corrective action request may affect the suppliers' approval status, rating, and/or future procurement opportunities.



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SUPPLIER CORRECTIVE ACTION REQUEST

Form# QSF 141-3
Rev. A

SCAR NO.

Date:

Sheet ___ **of** ___

PART NO.:			DWG. REV.:		SUPPLIER:			
DESCRIPTION:				LOT QTY:		LOCATION OF VARIANT MATERIAL:		
ORIGINATOR:			QA REP:		TOTAL QTY:		P.O. NO.:	
ITEM	V. CODE	OCCUR.	SAMPLE	DEFECTS	PRINT CLEARLY AND BE SPECIFIC AS TO THE DESCRIPTION OF THE VARIANCE			
CORRECTIVE ACTION REQ'D:		Y	N	IMPACT:		MAJOR	MINOR	OBSERVATION
FREQUENCY:		FIRST OCCURANCE		REPEATITIVE		RESPONSIBILITY:		DATE:

CORRECTIVE ACTION

Containment:	_____
Root Cause:	_____
Interim Corrective Action:	_____
Long Term Corrective Action:	_____
Implementation:	_____
Effectivity:	_____
Date:	_____
Signature:	_____
Date:	_____
Comments:	_____
MP Quality Assurance Review:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Signature:	_____
Date:	_____
Comments:	_____
MP Verification of Effectiveness:	
Signature:	_____
Date:	_____
Comments:	_____