



SUPPLIER NONCONFORMANCE

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REVISION LOG

Rev	Change Description / Reason	Date
NR	Original Issue	10-May-2021
A	§1.1: Supply Chain removed from Stelia Quality personnel. §1.2: SCQA removed from acronyms. §4: SCQA replaced with Supplier Quality Engineer.	20-Aug-2024

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1. INTRODUCTION

This document provides instructions for the handling of nonconforming material as required by SCQA-QCI-008 Clause 43. Information in this document is intended to give specific directions to Stelia North America Supplier(s).

1.1. IMPACT TO SUPPLIER QUALITY RATING

A supplier initiated SNN (Supplier Non-Conformance Notification) is not part of the Supplier Quality Rating. However, if Stelia Quality personnel identify and initiate a rejection, that rejection will become part of the Supplier Quality Rating.

1.2. ACRONYMS

CMM	Coordinate Measurement Machine
FAIR	First Article Inspection Report
MRB	Material Review Board
PO	Purchase Order
QA	Quality Assurance
QCI	Quality Control Instruction
SNN	Supplier Non-conformance Notification
eTag	Record of review and disposition of the SNN, generated by Stelia North America

1.3. REFERENCES

SCQA-QCI-008	SNA Quality Clauses Manual
SCQA-QCI-010-01	Supplier Non-conformance Notification Form

2. GENERAL INFORMATION

SNNs are generated by the supplier's Quality department and signed by the Quality Manager or designate. An SNN (SCQA-QCI-010-01) may be generated against a single discrepancy or against an unlimited number of discrepancies related to a single part number. Traceability of the SNN to the Manufacturing Record and eTag number must be maintained. Documented evidence of compliance to the disposition is required.

2.1. SUPPLIER NON-CONFORMANCE NOTIFICATIONS

An SNN must be used to document any feature, attribute or characteristic which does not meet the requirements of the Purchase Order (PO), engineering drawing or specification, and which cannot be reworked to conform with these requirements within the allowances of the specification.

3. POPULATING THE SNN

Stelia Form SCQA-QCI-010-01 is an interactive form that is available on the Stelia North America website. Field specific instructions are included on the form.

The discrepancy narrative shall provide sufficient information concerning the discrepancy to permit MRB disposition. The narrative must include the specification requirement and/or tolerance limit as specified on the engineering. Noting the discrepancy as it is and what it should be. If more than one discrepancy exists, each discrepancy must be listed as a separate item. (I.E.: Item 1, Item 2)

3.1. ADDITIONAL DATA

Additional data may be generated to support the SNN but must be referenced on the SNN. Include all supporting data when submitting the SNN. The supporting data must be legible, and all reports must be approved by a designated individual.

Supporting data may be files such as a drawing or sketch associated to the non-conformance which describes the discrepancy, Coordinate Measurement Machine (CMM) report(s), or Lab report(s) if applicable.

4. SUBMITTING THE SNN

Once the form is populated, submit the SNN(s) by email to the Buyer identified on the PO. The Buyer will forward the SNN to the Supplier Quality Engineer for processing.

A dispositioned eTag will be returned to the Supplier by Stelia.

4.1. REQUESTS FOR ADDITIONAL INFORMATION

When Quality Engineering requires additional information, the supplier's Quality person will document the resubmit information on a new SNN (SCQA-QCI-010-01). Enter the etag number in the appropriate field on the SNN and preface the narrative with the word "RESUBMIT".

NOTE: Supplier must have a "final" disposition prior to shipment.

5. SHIPMENTS OF NON-CONFORMING PARTS AFTER DISPOSITION

The tag number must be listed on the certificate of conformance with a Quality stamp. This signifies that the disposition has been complied with. This associates the parts to the non-conformance record and allows configuration control.

5.1. SPLIT SHIPMENTS

If the shipment contains accepted parts and non-conforming parts, the eTag number(s) must be listed on each certificate of conformance, adjacent to the "Non-conforming quantity" and each non-conforming part must be clearly identified.

6. SUPPLIER RECORD KEEPING REQUIREMENTS

Since Stelia Non-conformance records contain part configuration information and manufacturing data, it is mandatory that suppliers keep complete records on file of all SNNs and associated files. Refer to the PO for the required duration of time that is required to keep these records on file.

NOTE: The SNN is considered part of the non-conformance record as it contains the cause and corrective action statement.











SCQA-QCI-010 Rev A - Supplier Nonconformance

Final Audit Report

2024-08-23


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