

# Guidelines for Supplier Variation Requests

## Revised May 2016

# Guidelines for Supplier Variation Requests

## **When is an SVR applicable**

- ✓ When a supplier determines that an item is nonconforming (to Purchase Order, Drawing, Specification or Contract requirements) and requests a waiver from BAE for the specific requirement.
- ✓ When a supplier identifies a drawing or specification issue/error and recommends a change to the BAE drawing. (See box 15) The request should be made prior to fabrication or as early in the fabrication process as possible.

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## When is an SVR NOT applicable

- ✓ To accept part quantities in excess of contractual needs.
- ✓ To request a waiver for source inspection.

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## Dispositions and Material identification

- ✓ If the SVR disposition requires a drawing change then upon release of the ECO, a PO revision change will be issued to reflect the new part revision Product should not ship until ECO is completed and the SVR closed.
- ✓ If the SVR allows shipment of non-conforming product then the Supply Chain/Subcontracts will add a note to receiver to the PO documenting the SVR number and identify authorized quantities for shipment.
- ✓ Material dispositions for **ENGINEERING USE ONLY** must have a change order to the purchase order for the applicable quantities and identification of the SVR number also. **THE "DELIVER TO" ADDRESS ON THE PO MUST BE AN ENGINEERING LAB/FACILITY.** The PO and SVR must identify to the Supplier a positive means of identifying this hardware. (I.e. tag, marks, paint, etc.)
- ✓ For all non-conforming material that has been approved for shipment by the SVR, the supplier must include a copy of the approved SVR with each shipment. This includes all subsequent shipments that may occur for repairs etc.

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- ✓ Material not in compliance with drawing(s) or specification(s) shall NOT be shipped without prior BAE Systems Approval.
- ✓ The supplier must receive an approved and closed SVR and PO Change Order as authorization to ship product.
- ✓ The supplier shall not perform any repair activity before getting BAE Systems approval via a documented repair procedure approved on the SVR by BAE Systems.