

## Supplier Audit Corrective Action Request

Supplier Name: \_\_\_\_\_ Supplier Number: \_\_\_\_\_

HBC Auditor: \_\_\_\_\_ Supplier Quality Rep.: \_\_\_\_\_

### Finding

**Classification** Major  Minor 

**Note:** The supplier must submit a corrective action plan to HBC for all major and minor findings no later than 30 days from the date of this notification. Observations do not require a formal corrective action response, but suppliers are encouraged to address issues that could potentially become findings, if left unattended.

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### *Supplier's Response*

#### Remedial Action

#### Root Cause

#### Corrective Action Plan

#### Verification Plan

Supplier  
Representative  
Responsible for CA  
Implementation: \_\_\_\_\_

Date: \_\_\_\_\_

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### *Close Out – HBC Use Only*

- Accept  
 Reject (note the reason below)

#### **Auditor Notes**

HBC Auditor: \_\_\_\_\_ Date Closed: \_\_\_\_\_

The auditor is required to ensure this completed form is linked to the applicable Corrective Action in SAP.

## Form Instructions

### Hawker Beechcraft Supply Chain Quality Engineer

**Nonconformity Number** (upper RH corner)

NC-[Audit Report Number]-[sequential # (1 through n (total number of findings during audit))]

Example: NC-PER022111SR-1

#### **Finding**

A description of the condition observed by the auditor that gives cause for concern. The HBC requirement shall also be cited.

#### **Classification**

##### **Major**

A system wide nonconformity to established quality or manufacturing requirements such as:

- systemic failure of the supplier's quality system
- non-sustaining corrective or preventive action
- recurring failures
- an escape of nonconforming material to Hawker Beechcraft Corporation, its suppliers or its customers

##### **Minor**

An isolated incident of nonconformity against the supplier's or HBC quality requirements that has not resulted in an escape of nonconforming material to Hawker Beechcraft Corporation, its suppliers or its customers.

### Supplier

Suppliers may respond to this Supplier Audit Corrective Action Request utilizing their internal corrective action system documentation. However, each element within this section shall be addressed on the supplier's response.

#### **Remedial Action**

These are the actions taken immediately after you become aware of the nonconformity to stop the event from occurring and prevent or minimize any impact from the event.

#### **Root Cause**

This is the source or origin of the nonconformity (the most basic reason for the undesirable condition). Any contributing factors shall also be included.

#### **Corrective Action Plan**

This is the action taken to eliminate the root cause of the nonconformity. This action will prevent recurrence of the undesirable condition. Corrective action plans may not be fully implemented when the written response is submitted to HBC; however, all action plans must include an implementation date for each corrective action.

#### **Verification Plan**

This is the plan to verify that the corrective actions have been accomplished and are effective. The plan must be specific as to how it will be confirmed (i.e.; who, what, when, and where).

#### **Signature and Date**

Signature of supplier representative with authority for the implementation of the corrective action.

The supplier must submit a corrective action plan to HBC for all major and minor findings no later than 30 days from the date of this notification.

### Hawker Beechcraft Supply Quality Engineer

#### **Close Out – HBC Use Only**

The HBC auditor is required to close the open Supplier Audit Corrective Action Request. This may be accomplished by an on-site visit or by the supplier providing documented evidence to the satisfaction of the auditor. Acceptance or rejection of the supplier's response must be noted in this section. If the response is rejected a detailed explanation is to be provided to the supplier.