

Federal Screw Products Inc.

SUPPLIER CORRECTIVE ACTION REQUEST FORM

The purpose of this letter is to inform your company that we have observed a non-conformance that *Federal Screw Products* has observed in a recent shipment. Attached is SCAR # _____ pursuant to the ISO 9001:2000 standards or other consensus standard as listed below. Below please find the Criteria that may assist you in completing this form. Please feel free to contact us with any questions that you may have.

CRITERIA FOR EFFECTIVE CORRECTIVE ACTION FROM SUPPLIER

1. Supplier completes the appropriate sections as shown on the SCAR (supplier corrective action request) form.
2. Supplier notifies *Federal Screw Products* of any suspect material that may have been shipped and takes the needed steps to prevent shipment of non-conforming items to *Federal Screw Products*.
3. Supplier effectively identifies the root cause of the non-conformance. The root cause must identify system and process problems. Assigning human factors (such as a mistake) is not enough. An investigation must be made to determine why the system allowed the non-conformance to occur.
4. Corrective action must address the root cause of the non-conformance and should in most cases mistake proof the system for any human factors, to prevent this from happening again.
5. The supplier is responsible for implementation and verification of the C/A. A person independent of responsibility for implementation must verify effectiveness of the corrective action.
6. A preliminary response showing the results of the investigation and interim actions taken must be sent in **ten business days**. The final response stating the permanent corrective actions and implementation date must be sent in **15 business days**.

Sincerely,

Federal Screw Products Inc.

H.G. Czerwinski
Quality Assurance Manager

Federal Screw Products Inc.

DATE: _____

SCAR NO: _____

TO: _____

From: *Federal Screw Products Inc.*
9742 West Foster Avenue
Rosemont, IL 60018

RETURN TO:

H.G. CZERWINSKI
Quality Assurance Manager

Phone: 773-992-2600 ext. 131

FAX: 773-992-2615

E-Mail: harryc@callfsp.com

Federal Screw		P.O.	Qty	Qty.
Part no.	Part Description	Number	Recieved	Rejected

Description of non-conformance:

Federal Screw Products Inc.

Supplier To Complete the Following Information:

Results of Investigation:

Interim Actions:

Root Cause:

Permanent Corrective Action:

Corrective Action Implementation Date:

Name:(print) _____

Signature: _____

Title: _____

Date: _____