

<b>Viasat, Inc.</b>	Process Area: <b>Quality</b>	Document Number: <b>PR000551</b>	Revision: <b>013</b>
Name of Document: <b>Request for Source Inspection (RFS)</b>		Process Category: <b>Quality</b>	Page: <b>1</b>

## 1 Purpose and Scope

The Request for Source Inspection (RFS) process applies to all Viasat Suppliers who provide assemblies to Viasat and request source inspections. The term “assemblies” as used in this context includes: PWAs, Printed Wiring Boards (PWBs), Housings, Chassis, Electronic Enclosures, RF Modules, Cable Assemblies, Machined Parts, etc. For circuit card assemblies (CCAs), the requirements of QAPP 15 or 15.A have not changed in any way.

## 2 Process

**If a Supplier is a candidate for the Supplier Self Source Inspection Certification Process (PR000953), then stop here and send the document to the Supplier.**

2.1 Suppliers send Requests for Source Inspection (RFS) by E-mail only. The E-mail RFS header will be completed as follows:

- a. To: Viasat PQE / SQE Representative
- b. c.c. Source Inspection Request (Brooks Wilson) – [Brooks.K.Wilson@Viasat.com](mailto:Brooks.K.Wilson@Viasat.com)
- c. c.c. Source inspection distribution group - [SourceInspection@viasat.com](mailto:SourceInspection@viasat.com)
- d. c.c. Resident contracted onsite QA Inspector, – as applicable
- e. c.c. Viasat Purchasing Representative – e-mail as applicable
- f. c.c. Viasat NPI Representative – e-mail as applicable

2.2 The RFS e-mail will contain one of the following attached templates:

If the requested SI has a PO utilize this first example below: (PR003106): Non PO skip to next example.

### Request for Source Sample

<b>Supplier:</b>	<b>Astronics CSC</b>		
<b>Customer:</b>	<b>VIASAT</b>		
<b>VIASAT P/N</b>	<b>PL44-141743-01</b>		<b>Customer REV Level:</b>
<b>Description</b>	TOP LEVEL INSTALLATION, VIASAT VCDM SYSTEM, B737-8/-9 AIRCRAFT		F
<b>PO:</b>	4259623		<b>PO Revision:</b>
<b>Source Lot QTY:</b>	14		12
<b>Source Request Date:</b>	11/14/2023		
<b>Source Build Instruction:</b>	W39535		
<b>Ready for Source:</b>	11/14/2023		
<b>SBI NO.</b>	<b>Revision</b>		
<b>NMR#</b>	As applicable		
<b>RMA#</b>	As applicable		
<b>Date Shipped:</b>	UPON APPROVAL		<b>Quantity Shipped: N/A</b>
<b>S/N</b>			
1	W39535-1	31	61
2	W39535-2	32	62
3	W39535-3	33	63
4	W39535-4	34	64
5	W39535-5	35	65
6	W39535-6	36	66

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2.2 **Non PO** Request form template (PR003105) Example:

<b>REQUEST FOR SOURCE INSPECTION</b>		
	<b>Supplier:</b>	<b>WWT</b>
		<b>Customer: Viasat</b>
	<b>Source Request Week:</b>	<b>11/20/2023</b>
	<b>Source Lot QTY:</b>	<b>5</b>
	<b>Ready for Source:</b>	<b>YES</b>
	<b>Unique Identifier</b>	<b>Comments / Notes</b>
1	<i>("Tail ID's")</i>	<i>("LRUs" or "MLP")</i>
2	ABCDE	LRU
3	12345	LRU
4	ZYXWV	MLP
5	98765	MLP

- 2.3 The Supplier will designate a primary contact and a secondary contact. The primary contact is to initiate all RFS and respond to all inquiries regarding RFS. The secondary contact acts on behalf of the primary contact in their absence.
- 2.4 Viasat informs the Supplier of where and when source inspection will be done via e-mail. Viasat responds to the Supplier's primary contact and will c.c. the secondary contact. In addition, Viasat will c.c. their internal contacts as listed above.
- 2.5 The Supplier will make every reasonable effort to logically group source inspection requests so as to minimize the number of separate source inspection visits that are required. These requests for source should be received by Viasat by 5:00PM daily. If the Supplier is under schedule and delivery pressures by other Viasat entities, it should be made clear to the Viasat inspection contact ahead of time. Viasat will make every reasonable effort to avoid putting our Suppliers in this situation.