

Viasat, Inc.	Process Area: Quality	Document Number: PR001403	Revision: 007
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1 Purpose and Scope

The purpose of this document is to establish the process, requirements, and responsibilities relating to a supplier deviation request. A deviation request may originate from the supplier or from Viasat Supply Chain if requested by the Supplier and a Deviation Request Form (DRF) is created. This procedure describes the desired method to accept deviated product in the most efficient manner, while maintaining proper approvals and record keeping.

2 Supplier Request for Deviation Procedure

- 2.1 The supplier shall submit via email, a properly completed Deviation Request Form (DRF) along with Internal Airworthiness Assessment (IAA) to the appropriate Viasat Supply Chain agent who will then forward (DRF) to the appropriate Product Quality Engineer. See Section 7 for requirements.
- 2.2 Product Quality Engineering will either:
 - a. Disapprove request and return form to Supply Chain with the reason(s) rejected, or:
 - b. Submit a new Agile deviation, upload the DRF and IAA as attachments, add at a minimum appropriate Design Engineering, Manufacturing Engineering and Supply Chain personnel as Agile deviation Approvers, and add the Quality Inspector Manager or Inspector as an Agile Observer.
 - c. Approve through Agile process
- 2.3 The change control board reviews the deviation in Agile and either:
 - a. Rejects and returns to the Supplier with the reason for rejection, or:
 - b. Approves through Agile process
- 2.4 When applicable, the Manufacturing Engineering (ME) will complete the 'Special Instruction to Supplier Section' and, as applicable, designate: drawing redlines, special marking, special processes, and special notifications. (The ME may defer this step to Design Engineering where appropriate).
- 2.5 The Supplier shall deliver the deviated parts to Viasat with the approved DRF attached.
- 2.6 The Quality Inspector shall ensure the deviated parts conform to the released deviation in Agile.

3 Initial Deviation Request Form (DRF) (PR001404)

- 3.1 At minimum, the Supplier shall include on the initial DRF:
 - Requestor: (Name of person requesting the DRF)
 - Supplier Name/Address
 - Date
 - Viasat point of contact
 - Manufacturer Part Number
 - Viasat Part Number
 - Revision Number of the Viasat Part Number
 - Viasat PO Number & Purchase Order Quantity

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- Quantity affected by deviation
- Reference Drawing Number (if applicable)
- Serial Numbers affected (if applicable)
- Description of Deviation
- Explanation or reason for deviation request

3.2 The Supplier should also include on (or with) the DRF, whenever possible:

- Redlined Drawing
- Any additional supporting data

4 Completed Deviation Request Form (PR001404)

4.1 The DRF must also include:

- Completed 'Special Instructions to Supplier' (if applicable)
- Program Name
- Program Number
- Agile Deviation Number
 - NOTE: When the Deviation is entered into Agile, the Deviation Number can be entered
- Minimum of three signatures: Supply Chain, Engineering, and Quality
 - Check Approve or Reject and enter date.

5 Internal Airworthiness Assessment (PR002280)

5.1 If DRF is reviewed by Viasat that requires to complete 'Special Instructions to Supplier' for additional requirement to complete the airworthiness assessment; then IAA is required to be completed by Supplier.

6 Record Retention

Supply Chain will maintain a copy of the approved DRF with the applicable Purchase Order in accordance with procedure PR000128, Viasat Procurement Manual. An electronic version of the approved deviation will be maintained in Agile.

7 References

Documents

- PR000128 – Viasat Procurement Manual
- 020-MC-320 – Receiving Procedure (Duluth)
- PR000010 – Receiving
- PR000523 – Control of Nonconforming Material
- PR000526 – Receiving Inspection Process
- 010-GM-234 – Inspection and Testing (Duluth)
- PR001350 – Record Control and Maintenance

Forms

- PR001404 – Supplier Deviation Request Form (DRF)
- PR002280 – Internal Airworthiness Assessment (IAA)

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8 Responsibilities

8.1 Procurement/Buyer

- Central point of communication for all supplier deviation requests.
- Receives Deviation Request Form (DRF) from Supplier, acknowledges receipt and if in agreement with the request, forwards the deviation request to Product Quality Engineer
- May also initiate DRF on behalf of a Supplier.
- Always delivers the fully completed and signed DRF to the Supplier.
- Update PO with deviation number

8.2 Quality Engineering (QE)

- Receives DRF from ME for review/approval.
- Creates and submits deviation in Agile. Uploads DRF as attachment to deviation. Adds appropriate Engineering and Procurement personnel as Agile deviation approvers. Adds Quality Inspector Manager or Inspector as Agile observer.

8.3 Manufacturing Engineering and Design Engineering

- Approve or reject through Agile process
- Complete the 'Special Instruction to Supplier Section' and, as applicable, designate: drawing redlines, special marking, special processes, and special notifications. (The ME may defer this step to Design Engineering where appropriate).

8.4 Quality Inspector (QI)

- Responsible for verifying incoming material is acceptable to deviation.
- Files received DRF according to 020-MC-320.

8.5 Supplier/Vendor

- Must abide by this procedure for all deviation requests.
- Must supply a DRF or request Viasat Procurement to submit a DRF on their behalf for all proposed deviations. See requirements in Section 6.
- Deviated parts must conform to all notes identified in Agile.
- If supplier has access to Agile, deviation requests should be initiated therein and this procedure may be ignored.