



Project Management • Machine Shop Services
On-Site Machining • CNC Machining
Welding (NAVSEA/AWS/ASME) • Engineering
Custom Manufacturing • Pump Repairs • Grinding
Shafting Repairs (NAVSEA/ABS) • Fabrication

To: All Vendors

From: Jacob Brown, Purchasing Department, Collins Machine Works

Subj: Material Deficiency Report and Non-Conformance Report policy

All Concerned,

In the event your company is issued a Material Deficiency Report (MDR) or Non-Conformance Report (NCR) based on discrepancies with an order Collins Machine Works may require several actions on your part.

In broad terms an MDR is issued when a minor discrepancy has occurred in paperwork or with delivered product that can be easily remedied. An NCR is issued when a major infraction has occurred such as a loss of traceability, defects discovered during NDT, or out-of-tolerance parts. Please note that for vendors, an MDR will always accompany an NCR.

In addition, please note the following:

For MDR's (Form CMW-06-0018)

1. You are required to complete the instructions laid out under the "Disposition Instructions".
2. Vendors will be ineligible to receive further RFQ's until required corrections are made.
3. Payment on invoices may be held until required corrections are made.
4. Product may be rejected.
5. An entry will be made on the vendor's material deficiency log.

For NCR's (form 06-0012)

1. Qualified QA personnel must complete the "Corrective Action Taken" and "Action Taken to Prevent Recurrence" sections of the form.
2. Vendors will be ineligible to receive further awards until required corrections are made.
3. Payment on invoices may be held until required corrections are made.
4. Product may be rejected.
5. An entry will be made on the vendor's material deficiency log and in the Collins Machine Works NCR log.

Best Regards,

Jacob Brown

Purchasing Department

Collins Machine Works