



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 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 severe 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 may accompany an NCR. Generally, vendors are given 30 days to respond to an NCR or MDR. However this may change depending on the nature of the order.

In addition, please note the following:

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

1. You are required to complete the instructions laid out under the "Disposition Instructions".
2. Vendors may be ineligible to receive further RFQ's for government or defense related projects 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 CMW-06-0012a)

1. Qualified QA personnel must complete the "Corrective Action Taken" and "Preventative Action Taken" sections of the form.
2. Vendors may be ineligible to receive further awards until acceptable corrective and preventative actions are taken.
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