



## Aeronautics Systems

# QUALITY OPERATIONS STANDARD

**TITLE: GUIDELINES FOR SUPPLIER PREPARATION AND PROCESSING OF SUPPLIER MATERIAL REVIEW REPORT (SMRR/WT)**

Standard Number: **QOS 0035**      Revision Letter: **N**      Effective Date: **December 15, 2023**

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## REVISIONS

DATE	REV.	REV. BY	DESCRIPTION	RATIONALE
15-Jan-98	A	WA	Box 16 Non-applicability Indication Marks	Resultant of '97 ISO 9001 Qualification Finding
01-Dec-99	B	WA	Redefined Box 13/19 Entry	Address customer concern/CAR re. secondary SMRR
21-Jul-00	C	WA	Added Box 3A & 8A, Revised Boxes 9-28	Resultant of SMRR Lean Initiative to reduce SMRR Flow Times
31-Oct-00	D	WA	Added Post MRB Disposition Instructions Sec IV.B. Added references to WT's	Request from MQ MOSC. Implementation of MES-NC in BPA
15-Feb-02	E	WD	Revised Box 18 & Added Note on Page 4 & 6	To preclude submittals of recurrence, removed supplier responsibility to issue VAT Cards.
20-Dec.-02	F	LT	Revised Fax and telephone no on page 16 Added Instructions for adding an SMRR into the MYOASIS Data Base – pages 6 to 14	Fax and telephone numbers changed. Supplier will enter SMRR directly into MYOASIS
04-Mar-04	G	LT	Added verification of corrective action on page 5 step 25 bullet 4.	Evidence of verification of corrective action.



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### REVISIONS (continued)

06- Sept-05	H	BD/WA	Updated SMMR processing to include SAMC, clarification of usage of SMRR vs. WT	Provide procedure for SAMC to address SMRR
20-Mar-06	I	BD	Reformat, Update required information for WT processing	Re-number paragraphs when using MY OASIS, Enhance WT processing
26-June-07	J	BD	Add recurrence requirements, revise identification requirements, replace AEW & EWS with Eastern Region	Clarification of SMRR identification requirements, organization changes
02 April 12	K	BD DG	Incorporated Melbourne facility into document Changed procedure to reflect re-organization	Melbourne facility recently went to MES for nonconformance processing Needed to make procedure consistent with organizational changes resulting from the single disclosure statement. Updated OASIS Screenshots (Figures 1 -4).
31 Jul 14	L	PJM	Complete Review and Revision, reference CPATS #Q4055592 issued 6/13/14.	Complete review and rewrite conducted in response to a DCMA CAR for documentation and VAT requirement deficiencies
12 April 23	M	WD	Removed irrelevant sentence fragment following Sect. IV.D.c  Revised approval Managers.  Added exclusions for Unapproved Suppliers / Processes, certain non-compliances and PO / Line-Item changes.  Added Warning for Failure to identify SMRR parts.  Revised grammar on some requirements to replace authoritative language to accommodate processing discretion.  Added exclusion to Notes for parts on separate POs from same SMRR.  Added exclusion to Notes for submittal of parts not currently on PO.	Maintenance revision



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### REVISIONS (continued)

15-Dec-23	N	AG	Added "All parts and paperwork shall be identified with an SMRR# regardless of disposition (including return to B/P) or status (open or closed)" to section IV D 4. Added note to Section IV heading about shipping on open SMRR's	Corrective Action for CPATS Q5001006



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### I. SCOPE:

This Standard applies to all Aeronautics Systems Project IDs identified in the Supplier Quality Assurance Requirements (SQAR) document. This document is located on the Northrop Grumman OASIS website.

### II. PURPOSE:

This Standard has been developed as a means to establish the guidelines for the preparation of Supplier Material Review Reports (SMRR) by applicable Northrop Grumman suppliers. Supplier Material Review Reports (SMRRs) shall only be submitted when engineering requirements have not been met during manufacturing.

### III. ASSOCIATED DOCUMENTS:

MES NC Training	Located on OASIS
SQAR	Supplier Quality Assurance Requirements
Form QO-F019	Supplier Material Review Report (SMRR)

### IV. SPECIFIC REQUIREMENTS:

**NON-CONFORMING SMRR PARTS CANNOT BE SHIPPED WITH AN OPEN SMRR UNLESS THE SMRR HAS AN INTERIM DISPOSITION APPROVED BY NGC AUTHORIZING THE SHIPMENT, E.G. FOR FIT CHECK, OR UNDER AUTHORIZATION OF A PROVISIONAL ACCEPTANCE LETTER (PAL) APPROVED AND ISSUED BY THE ASSOCIATED NGC PROGRAM AND PER THE APPLICABLE NGC PROVISIONAL ACCEPTANCE PROCESS.**

#### 1. Process Requirements

Quality may reject SMRR submittals where;

- Parts were previously rejected to the supplier.
- PCD/CEN's were not incorporated appropriately or in a timely manner.
- Latest Engineering Orders (EOs) not incorporated.
- Tool orders not incorporated.
- Defect description is incomplete; root cause/corrective action statements/planning is inadequate or missing.
- Material Substitution
- Unapproved suppliers and/or processes were utilized.
- Documented condition is a Contractual non-compliance and not a hardware nonconformance. Adjudication of non-compliances may be accomplished by an RC/I submittal,

PO or PO Line-Item change is requested after the original SMRR is approved & closed

**Submittals received in any of the aforementioned conditions, are subject to rejection/voiding.**



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### **IV. SPECIFIC REQUIREMENTS: (continued)**

#### **A. Processing Requirements (continued)**

2. Incomplete submittals may be voided if no response is received within 5 working days after supplier notification of issue or at the discretion of the MRB Quality Engineer or Quality Manager.
3. When submitting an SMRR using OASIS, supplier will be notified of tag completion via e-mail.
4. When entering SMMRs, suppliers will utilize the online SMRR training located on the OASIS page (MES-NC icon), Supplier Material Review Report (SMRR)

#### Information / Notes:

1. Do not use the Character Map found in Windows Accessories for inputting special symbols in OASIS, the symbols do not translate into MES correctly via the OASIS input program.
2. In instances where nonconformances affect holes, both the hole location and hole size must be documented.
3. If additional parts from the same PO, including work in process, exist with the current nonconformance specify the additional quantities.
4. Additional parts that exist in stock containing the same discrepancy as the part assigned to a specific aircraft shall be submitted on a separate nonconformance tag – parts with no current PO are not eligible for SMRR consideration.
5. All known and suspected tools attributable to the noted nonconformance will be placed in a bonded condition. These bonded tools cannot be utilized until repairs have been made and tools have been proven capable of manufacturing parts to blueprint configuration.
6. Objective evidence showing that the corrective action taken was effective shall be verified on the next release of parts/assemblies. These records must be maintained and made available when requested by authorized Northrop Grumman Aeronautics Systems personnel.
7. Defect description should include description relative to part manufacturing status (i.e. prime and paint not applied, part rough machined, part final machine completed, holes have not been drilled, etc.).



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### IV. SPECIFIC REQUIREMENTS: (continued)

#### B. Filling Out a Supplier Material Review Report

Supplier Material Review Report (Form QO-F019) may be utilized when the MESNC OASIS Portal is not available and when authorized by MRB Quality Engineering.

**NOTE: Standard and most efficient procedure for nonconformance submittal is via OASIS utilizing a Withhold Tag.**

If utilized, the Supplier is to complete the QO-F019 per the applicable form instructions provided with the QO-F019.

#### C. Revisions and Corrections to submitted WT Tags

1. Forward request to your Buyer referencing WT number that requires revision and reason for change.
  - a. If an additional discrepancy is being reported include all required information and sketches.
  - b. Update and include revised Corrective Action statement.
2. Buyer will forward information to Quality Engineering for processing.

#### D. Complying with Disposition/Finalizing a Supplier Material Review Report

**Warning: Failure to identify SMRR parts per the following requirements may result in issuance of a Corrective Action Request (CAR) from NG Supplier Quality.**

##### 1. ACCEPTED PART(S)

Part(s) must be identified in the following manner.

- a. Ink stamp SMRR/WT number on part(s)/assemblies in the vicinity of the part number. The same requirement/specifications applicable to part number marking shall be used. Parts/assemblies physically too small for stamping shall have the packaging marked.



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### IV. SPECIFIC REQUIREMENTS: (continued)

#### D. Complying with Disposition/Finalizing a Supplier Material Review Report (continued)

- b. Securely wire a metal tag (the tag and wire shall be of a similar material to discrepant part and applied so as not to affect subsequent processing or cause damage) to the part or assembly (if shipped as an assembly) with the required information (from disposition) impression stamped on it.

- 1. The shape and information contained on the tag shall be as follows:

- a. If the disposition is "Use As Is", a 1 ½" diameter (round) metal tag shall be used, containing the SMRR/WT number, item/serial number."

**NOTE: It is permissible to use both sides of tag.**

- b. Where subsequent reference to the SMRR/WT is required (as stated in the disposition), a 1" x 3" (rectangular) tag shall be used, containing the following statement, "Prior to use of part number \_\_\_\_\_, consult SMRR/WT number \_\_\_\_\_, item/serial number \_\_\_\_\_.

**NOTE: It is permissible to use both sides of tag.**

- c. Material must be packaged in a manner that segregates conforming material from MRB dispositioned material in a positive manner or shipped separately from conforming material. Each shipment of MRB dispositioned material shall be accompanied by a copy of the SMRR/WT signed by the Supplier Inspection Supervisor in Box #29 attesting to his/her compliance with the MRB instructions. SMRR/WT numbers must be clearly documented on the first/front page of the shipping document.
- d. **SMRR/WT NUMBERS MUST BE CLEARLY DOCUMENTED ON THE FIRST/FRONT PAGE OF THE SHIPPING DOCUMENT AT THE TIME OF DELIVERY AND SOURCE INSPECTION (IF REQUIRED).**

### IV. SPECIFIC REQUIREMENTS: (continued)

#### D. Complying with Disposition/Finalizing a Supplier Material Review Report (continued)



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### 2. PARTS NOT ACCEPTABLE / REJECTED/RECOMMEND SCRAP

a. Subject part(s) have been dispositioned as not acceptable for use:

1. Supplier shall destroy or identify by appropriate means (permanent ink stamping, tagging, etc.) the part(s) with the statement, "Not Acceptable to Northrop Grumman, ref. SMRR/WT (#####)\_"

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b. Supplier shall not resubmit the SMRR/WT or parts without prior approval of Northrop Grumman Quality organization.

### 3. PRELIMINARY / INTERIM DISPOSITION

a. Preliminary / Interim Disposition directions should be complied with by the supplier within 60 days of Preliminary /Interim approval otherwise the disposition may be voided and parts are considered rejected.

**NOTE: Extensions may be granted with Northrop Grumman MRB approval**

### 4. SUPPLIER NOTIFICATION

- a. When utilizing a OASIS / WT, an automated email is generated upon completion / closure (including Interim Dispositions and voids) of the SMRR and sent to the supplier with instructions on viewing and printing completed tag.
- b. When utilizing form QO-F019 email notification will be sent via the Buyer or QE.
- c. All parts and paperwork shall be identified with an SMRR# regardless of disposition (including return to B/P) or status (open or closed)

### E. Information

1. For additional information and/or assistance your Northrop Grumman procurement representative.



3) SUPPLIER NAME & ADDRESS:	* 3a) SUPPLIER CODE:	4) DATE:
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5) PART NUMBER:	6) COMPLETE PART NAME:	7) SERIAL NO(s):
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8) PURCHASE ORDER NO:	8A) ITEM NO:	9) PURCHASE ORDER DELIVERY DATE:	10) PROJ NO:	11) MODEL:	* 12) VEHICLE NO:
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13) PRODUCTION LOT SIZE	14) NO OF PIECES SUBMITTED	15) GOVERNMENT INSPECTION:  <input type="checkbox"/> SOURCE <input type="checkbox"/> DESTINATION	16) MATERIAL LOCATION:	*17) CRIT CODE:
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18) DESCRIPTION (ATTACH SKETCH OF NONCONFORMANCE):					

*19) FATIGUE AREA			*20) FATIGUE IMPACT			*21) PROGRAM STRESS SSR	*22) MAJOR	MINOR
Yes	No		STR	SSR				

23) DISPOSITION	24) CAUSE OF NONCONFORMANCE
	25) CORRECTIVE ACTION

26) VERIFICATION OF CONDITION	* 27) MRB APPROVAL	* 28) CAUSE	PREV	CUM
SUPPLIER INSPECTION SUPERVISOR	QUALITY ENGINEERING	WORKMANSHIP	<input type="checkbox"/>	<input type="checkbox"/>
		ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>
		METHODS	<input type="checkbox"/>	<input type="checkbox"/>
		INSPECTION	<input type="checkbox"/>	<input type="checkbox"/>
29) DISPOSITION ACCOMPLISHED:	ENGINEERING	TOOLING	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLIER INSPECTION SUPERVISOR		PLANNING (WO)	<input type="checkbox"/>	<input type="checkbox"/>
	CUSTOMER	TRANSPORTATION	<input type="checkbox"/>	<input type="checkbox"/>
		OTHER (SPECIFY)	<input type="checkbox"/>	<input type="checkbox"/>

* 30) #1 DISCREPANCY	DISPO	RESP	CAUSE	C / A	#2 DISCREPANCY	DISPO	RESP	CAUSE	C / A

**PREPARATION:** The Supplier is responsible for completing the areas that **do not** have an asterisk \*. Type or use black pen only. Northrop Grumman MRB Quality Engineer (QE) is responsible for completing the areas that have an asterisk \*. Prepare the Supplier Material Review Report (SMRR), Q0-F019 as follows:

<b>Action</b>	<b>Responsibility</b>	<b>Action</b>	<b>Responsibility</b>
*1) Assign an SMRR number from the SMRR log.	NG MRB QE	*17) Enter the Crit Code (as applicable).	NG MRB QE
2) Enter the total number of sheets contained in the SMRR.	Supplier	18) Enter a description and sketch of the nonconformance.	Supplier
*2a) Enter the revision level of the SMRR	NG MRB QE	The nonconformance must be clearly illustrated and defined. Dimensions must be expressed as "S/B and	
3) Enter the Supplier's name and address in full including zip code. Use no abbreviations.	Supplier	IS" while calling out the drawing zone locations for	
*3a) Enter the Supplier Code.	NG MRB QE	and dimensions.	
4) Enter the date the SMRR was initiated.	Supplier	*19) Check and initial Fatigue Area box.	Engineering
5) Enter the part number and dash number referenced on the purchase order. When the nonconformance is a detail of the part referenced on the purchase order, the nonconforming detail part number and dash number must appear in Box 18	Supplier	*20) Check and initial Fatigue Impact box.	Engineering
6) Enter the part name from the Engineering drawing referenced on the purchase order.	Supplier	*21) Initial for Program Stress SSR.	Engineering
7) Enter the serial numbers of the nonconforming item(s), if applicable.	Supplier	*22) Initial as either Major or Minor.	Engineering
8) Enter the purchase order number	Supplier	*23) Enter the proposed disposition for the nonconforming condition described in Box 18. (Use-As-Is disposition shall contain "Form, Fit and Function" rationale.	Engineering
8a) Enter the item number.	Supplier	24) Enter root cause of the nonconformance described in Box 18 with an explanation of the cause. If a statement is deemed insufficient, the SMRR is returned for revision.	Supplier
9) Enter the purchase order delivery date	Supplier	25) Enter a corrective action statement in a clear, concise and meaningful manner to prevent recurrence. The statement must include an effectivity point, date batch, lot, etc.	Supplier
10) Enter the project number as specified on the purchase order	Supplier	26) Enter the Supplier's Inspection Supervisor's signature attesting to the nonconforming condition and responsibility for corrective action.	Supplier
11) Enter the model number as specified on the purchase order.	Supplier	*27) Enter Material Review Board signatures as applicable. Source Inspection signature when required by purchase order.	NG MRB QE
*12) Enter the vehicle number that the nonconforming part is assigned to, if known and if applicable.	NG MRB QE	*28) Enter the previous and cumulative occurrences, categorized by cause for SMRR action on the nonconforming part number.	NG MRB QE
13) Enter the number of pieces in the particular run or lot in which the nonconforming item(s) were detected. This number may not be the entire purchase order quantity.	Supplier	29) Provide signature of inspection supervisor verifying disposition accomplishment.	Supplier
14) Enter the number of nonconforming pieces submitted (from the quantity referenced in Box 13.)	Supplier	*30) Enter applicable Quality Codes.	NG MRB QE
15) Check the box as indicated on the purchase order.	Supplier		
16) Enter the location of the nonconforming material. (Same as Box 3 if at the Supplier's facility.)			