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**Work Instruction**

Work Instruction Number

**WI017**

Code Identification No. 22863

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Title:

## KSIR Process Instruction

### 1.0 PURPOSE

This document is to ensure the KSIR process is followed in accordance with the AP0425 quality document

### 2.0 REFERENCE MATERIAL

AF037 – Kavlico Supplier Information Request

### 3.0 PROCESS INSTRUCTION

- A.** When a supplier requires a one-time deviation from spec they can request a KSIR from the buyer.
- The supplier must fill the AF037 out in its entirety. This includes all subject headings.
  - The supplier must look at the cause of the failure and establish a corrective action to eliminate the defect from reoccurring.
- B.** Once the Buyer receives the KSIR with all information listed in the supplier use section, the buyer must submit the document to the Sustaining Engineering group.
- C.** Sustaining Engineering will review and disposition if the deviation is acceptable.
- The Sustaining Engineering will return this document to the buyer; the buyer will than send it to Supplier Quality.
- D.** Supplier Quality will acknowledge the deviation and assign a number to the KSIR form. This will be noted in the KSIR log and the Supplier Quality engineer will send it back to the buyer.
- E.** A KSIR is only valid if it contains both signatures at the bottom of the document and has a KSIR number listed
- F.** The buyer will:
- Amend the Purchase Order to reference the issued KSIR number.
  - Send the supplier the completed KSIR and amended purchase order.
- G.** The supplier will:
- Follow the instruction noted in the disposition section of the KSIR.
  - Reference the KSIR number on the Certificate of Conformance and the FAIR if applicable.
  - The supplier must include the actual KSIR with the shipment.
- H.** If the KSIR is not included with the shipment the product will be rejected and the nonconformance will have a negative impact on supplier performance.

**Note: At any time design, manufacturing or quality has a right to reject the KSIR from the supplier. Items being affected by the deviation must be clearly segregated from compliant materials and the qty's must match. At no time will previous KSIRs be accepted. KSIRs are only for the qty and PO listed on the document.**