



Retech Systems LLC

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099-A-Q001
Revision 5
April 10, 2009
Page 1 of 4

**VENDOR INFORMATION REQUEST
(VIR)
PROCEDURE # 099-A-Q001
April 10, 2009**

Revision	Description	Date
0	Original Issue	08/05/94
1	Reformat	12/09/97
2	Attachment "A" – Revised	02/17/99
3	Rewrite – Process Simplified	07/25/00
4	Paragraph 6.1 – Added two new sentences at end of paragraph Paragraph 6.3 – Changed "quality assurance" to read "quality control" Paragraph 6.4 – In 1 st sentence, changed quality assurance to read procurement. Revised the 2 nd sentence in its entirety. Paragraph 7.1 – Revised paragraph to indicate that the original would be maintained in Procurement and a copy of the original in Q.C.	08/06/02
5	Paragraph 6.1 – Revised paragraph to the paperless system now used and removed a copy of the VIR going to the project manager. Paragraph 6.2 – Revised paragraph to the paperless system now used and added in assigning of a cause code. Paragraph 6.4 – Revised paragraph to the paperless system now used. Paragraph 7.1 – Revised paragraph and added a requirement to add copies to the job folder file. Paragraph 8.0 – Revised Attachment A Qap-F0004 to Rev.3	04/10/09

PREPARED BY Eric Barkhurst **Date** 4/10/09

Approvals:

Operations Manager Mark Carlstedt **Date** 4/10/09

Engineering Resource Manager Jody Scott **Date** 4/10/09

Quality Assurance Manager Eric Barkhurst **Date** 4/10/09

Procurement Manager Kathleen Goss **Date** 4/10/09

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VENDOR INFORMATION REQUEST (VIR)

1.0 Purpose:

This procedure presents the guidelines for vendors to request a waiver of, or deviation from Retech's specification or purchase order. It also serves as a request for additional information or clarification of the specification or purchase.

2.0 Scope:

This procedure applies to vendors/suppliers of goods or services used to fulfill the requirements of Retech Engineering Drawings/Specifications or when specified by the Purchase Order. It does not apply to housekeeping or administration items, tooling, general stock items (fasteners, etc.), maintenance supplies, publications/documents, etc.

3.0 Responsibility:

The designated purchasing agent is responsible for contact with the Vendor. The VIR will be used as outlined below.

4.0 References:

4.1 QA Manual

5.0 Definitions:

5.1 N/A

6.0 Procedure:

6.1 The Vendor completed VIR will be referred to the Retech Procurement Department. The designated purchasing agent will inform the project engineer assigned the specific project of the open VIR in the open VIR file. At the same time, Operations and Quality Assurance/Control will be informed to the request for waiver or deviation.

6.2 The project engineering will recommend a resolution along with a disposition and signature. The project engineer will then inform manufacturing and quality assurance/control for review and approval. Quality assurance/control will assign a cause code at this time.

6.3 In the case, when the designated member from either manufacturing or quality assurance/control is not in agreement with the project engineer's disposition. Either or both members shall meet with the project engineer to discuss the disposition and reach a viable solution.

6.4 The completed VIR will be sent to the vendor for confirmation of disposition by a member of the procurement department. Copies of the completed VIR will be forwarded to quality control and to the appropriate project engineer

7.0 Records:

7.1 Procurement department will file the original copy of the VIR in a completed VIR folder separated by the vendor's names. Quality control will file their copy of the VIR in the appropriate job file. Project engineering will then file the completed VIR in a VIR folder in the jobs document folder

8.0 Attachments:

Attachment A - Vendor Information Request (VIR)

ATTACHMENT A

RETECH VENDOR INFORMATION REQUEST (VIR)

RETECH P. O. NUMBER _____ DATE _____

RETECH JOB NUMBER _____

VENDOR I. D. / NAME _____

VENDOR JOB NUMBER _____

POINT OF CONTACT _____

REQUEST FOR: ADDITIONAL INFORMATION DEVIATION FROM SPECIFICATION

WAIVER OF THE SPECIFICATION

SAMPLE

Retech Part Number: _____ Part Description: _____

Question: _____

Description of Problem: _____

Cause: _____

Recommended Resolution _____

RETECH DISPOSITION

SCRAP USE AS IS REWORK OTHER _____

RETECH MATERIAL REVIEW BOARD

ENGINEERING: _____ QC.: _____ MFG.: _____

RETECH RECEIPT INSPECTION: _____

CAUSE CODE # _____

CAUSE CODES #1 INFORMATON, #2 RETECH DRAWING ERROR, #3 VENDOR ERROR

VENDOR: completed copy of VIR to be returned with materials for receipt inspection.

QAP-F0004 Rev.3

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