



Sunshine Avionics Manufacturing Division

Form 1089
Rev. Original
07/29/2024
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Supplier Deviation Request

This form is to be used by approved suppliers for requesting a deviation from the drawing or material requirements. This form is to be completed and dispositioned prior to shipment. Submissions after product is delivered will not be acceptable.

If approved, supplier must include completed form with each shipment.

Part Number:				Supplier Name:			
Description:				Purchase Order No.:			
Revision:				Contact Name:			
Qty.:		Date: MM/DD/YYYY		Contact Email:			
				Sunshine Avionics Manufacturing Division Buyer Name:			
Product/Process	Choose an item.	Frequency of Request	Choose an item.	Is this deviation request temporary (only this PO/qty) or a permanent request?		Choose an item.	

Current Requirement	
Requested Deviation	
Reason for Deviation	
Preventative/Corrective Action to prevent reoccurrence	

For Sunshine Avionics Internal Use Only:						SDR#	
Department:	Approve	Disapprove	Date	Name		Signature	
Quality	☐	☐					
Purchasing	☐	☐					
Planning (if applicable)	☐	☐					
Engineering (if applicable)	☐	☐					
Manufacturing (if applicable)	☐	☐					
Impact Cost: (greater than \$2000 requires Director approval)	\$	Director Approval	YES ☐	NO ☐	N/A ☐	Director Signature:	
Drawing Change Required:	YES ☐	NO ☐	EO Number: (if applicable)				
Corrective Action Required:	YES ☐	NO ☐	CA Number: (if applicable)				
Router Change Required:	YES ☐	NO ☐	ECN/WO Number: (if applicable)				



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Below are instructions to properly complete the supplier deviation form:

(This page is not required to be included with a submitted deviation)

- 1) Part Number: Enter the part number listed on the Purchase Order to which you are requesting a deviation
- 2) Supplier Name: Enter your supplier name
- 3) Description: Enter the description of the part listed on the Purchase Order
- 4) Purchase Order Number: Enter the Purchase Order Number to which you are requesting a deviation; for multiple POs enter first PO number and list all available PO numbers. For permanent deviation requests list first PO number and "-X"
- 5) Revision: Enter the revision of the part for which the deviation is requested
- 6) Contact Name: Enter the name of the person at the supplier that may be contacted concerning any questions we may have
- 7) Qty.: Enter the quantity of parts that the requested deviation is against; if requesting a permanent deviation enter "Various"
- 8) Date: Select the date that this deviation form is filled out. The deviation should be completed and dispositioned prior to any parts being shipped.
- 9) Contact Email: Enter the email address of the person that may be contacted concerning any questions
- 10) Sunshine Avionics Manufacturing Division Buyer: Enter the Sunshine Avionics Manufacturing Division Buyer's name
- 11) Product/Process: Select from the drop down menu if the deviation is a request against a PRODUCT requirement such as dimensions, notes, material or select PROCESS if the request concerns the way in which the item is manufactured, or other non-product specific requirements
- 12) Freq.: Select from the drop down menu the frequency of this deviation; 1st TIME if this deviation request has not been previously submitted, select REPEAT if the deviation has previously been requested. Prior acceptance of a deviation does not ensure continued acceptance
- 13) Temp/Perm.: Select if this deviation is requested to be a TEMPORARY or PERMANENT deviation. A temporary deviation may only be used for a listed PO and quantity.
- 14) Current Requirement: Enter the current requirement to which you are requesting a deviation
- 15) Requested Deviation: Enter the requested end state for the requirement
- 16) Reason for Deviation: Enter the reason for which the deviation is requested, product error, drawing error, process error, tooling error, etc.
- 17) Preventive/Corrective Action: Enter what action can be taken to ensure the item purchased will meet the drawing/PO requirements on further POs.

Sunshine Avionics Manufacturing Division Internal Use Only:

- Supplier Deviation Request Number to be issued by Quality when disposition is complete and entered into tracking software, prior to disposition being sent to supplier.
- Required signatures: Quality, Purchasing Optional signatures: Production, Planning, Engineering

Responsibilities:

- Engineering is required to determine if deviation will affect form, fit, or function, or could produce a latent failure in the end product
- Quality is required to determine if deviation will impede or affect customer, regulatory, or requirements of accepted standards
- Purchasing is required to determine if any changes to the affected PO or future POs
- Planning is required for notification of any changes that may affect delivery and build times
- Production is optional but an evaluation of the deviation to determine if any additional work must be completed by Sunshine Avionics Manufacturing Division needs to occur
- Impact Cost: Cost of impact due to deviation to be determined by Purchasing and Planning. Greater than **\$2000** requires additional approval by Quality or Operations Director
- Drawing change required: Mark Yes or No and list EO number in appropriate box. Deviations marked as permanent cannot have drawing change listed as NO.
- Corrective action required: Mark Yes or No and list CA number in appropriate box
- Router change required: Mark Yes or No and list ECN or Work Order number in appropriate box
- Supplier Deviations for deviations to shelf life requirements do not require Production, Engineering, or Planning approval