

EPAR CHANGE REQUEST PROCESSING

GENERAL INFORMATION

05/01

Seller's product(s) received at Boeing-Mesa that is determined to be non-conforming to specification and/or drawing is documented on Boeing Mesa's internal product nonconformance record called an Electronic Product Assurance Record (EPAR). Depending on the circumstance, product may be returned to the Seller for rework or replacement. If the Seller wishes to dispute the content of the defect text or EPAR, the Seller should submit a request for change to the Procurement Agent. The EPAR Change Request is not to be used to request a change from an RTV disposition to a repair or use-as-is disposition. Responsibility changes should be communicated to the Procurement Agent for further instructions.

The following information is required to process a change(s) to an EPAR:

1. EPAR Control Number
2. Purchase Order Number
3. A comprehensive description of the reason for the change request
4. Back-up information in the form of test results, inspection analysis, etc., as applicable
5. Recommended actions for Boeing-Mesa Engineering consideration
6. Name and title of requester
7. Date of request
8. Name of Procurement Agent.

Please submit EPAR Change Requests via fax to the appropriate Boeing Procurement Agent. Please include the data elements listed above to ensure the EPAR change request is processed in a timely manner.

Responsibility changes should be communicated to the Procurement Agent for further instructions. Any, or all, of the above information may be requested by the Procurement Agent if deemed necessary.

NOTE:

Product shall not be returned to Boeing-Mesa until the Seller has received direction via instructions contained on the revised EPAR. The EPAR number shall be identified on the Shipping/Certificate of Conformance document.

Your cooperation in following these instructions will provide an audit trail to the documentation and tracking of EPAR changes