



GE  
Aviation

SRMR Instructions

110 Algonquin Parkway  
Whippany, NJ 07981  
T: 973-428-9898  
F: 973-884-2277

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GE suppliers may use the Supplier Request for Material Review (SRMR) for the following requests:

- Request GE to accept product that is not per the engineering drawing.
- Request GE to make a drawing change to one of its drawings.
- Provide information/clarification of a drawing or requirement.

Supplier to complete items 1 – 17 as follows:

1. Part No. / PO Part No. - Enter the Part No. of the item that is non-conforming or in question. Supplier must note the Part No. from the drawing that is in question or non-conforming. IF the Part No. is different from the Part No. on the PO, supplier must also note the Part No. on the PO referenced in item 5.
2. Rev. – Enter the revision level of the Part No. that is non-conforming or in question.
3. Part Name – Enter the Part Name from the drawing of the Part No. that is non-conforming or in question.
4. Supplier – Enter your supplier name that is referenced on the PO.
5. Purchase Order No. – Enter the PO No. of the part that is non-conforming or in question.
6. PO or Lot Qty – Enter the PO quantity for the Part No. that is non-conforming or in question. If supplier would like GE to consider the entire stock for disposition, supplier must enter the quantity “in-stock”. If supplier is requesting a drawing change or information/clarification of a drawing supplier must enter “ALL” in this field.
7. Defective Qty – Enter the quantity of parts that are defective. If supplier is requesting a drawing change or information/clarification of a drawing supplier must enter “ALL” in this field.
- \*8. Item # - Supplier to numerically identify each non-conformance, drawing change, or information/clarification request.
- \*9. B/P Zone – Enter the Blue Print (B/P) zone of the characteristic where the non-conformance or item in question exists on the drawing.



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\*10. Description of Non-Conformance – Enter in detail the non-conformance or request. Description must include, at the least, the “as-is” condition and “Should-Be (S/B) or to-be” condition. Supplier should provide enough information that the SRMR can “stand on its own.” GE recommends the use of sketches and pictures to help describe a non-conformance or request.

\*Note: For multiple requests, please try and keep Item #, B/P, and Description in line.

11. Root Cause of Non-Conformance – Enter the root cause of the non-conformance for each item. Root cause must provide enough detail to tell GE how the non-conformance occurred. If the noted non-conformance is due to a GE issue, supplier should enter “GE Issue” in this field. If supplier is requesting a drawing change, supplier to detail why a drawing change is needed. Please include any attachments or reports to support you position.

12. Corrective Action – Enter the corrective action as to how the supplier plans to be sure non-conformance does not resurface again in future lots.

13. Requestor – Enter the name of the individual requesting the SRMR review.

14. Title or Dept. – Enter the title or department of the requestor.

15. Date – Enter the date of the request on mm/dd/yyyy format.

16. Phone - Enter the telephone number of the requestor.

17. E-Mail – Enter the e-mail of the requestor.