



# eVOQUA

WATER TECHNOLOGIES

## Temporary Deviation Request

Suppliers to complete areas with asterisk (\*)

### Key Fields

<b>*Deviation Number:</b>		<b>Equipment/System Type</b>		<b>Deviation Initiator</b>	
<b>Deviation Point:</b>		Standard	<input type="checkbox"/>	Customer:	<input type="checkbox"/>
<b>Job Number:</b>		Custom	<input type="checkbox"/>	*Supplier:	<input type="checkbox"/>
<b>*PO Number:</b>				Internal:	<input type="checkbox"/>
<b>*Quantity affected:</b>				<b>*Deviation Type</b>	
<b>Deviation Request:</b>				Labor:	<input type="checkbox"/>
				Material:	<input type="checkbox"/>
				Process:	<input type="checkbox"/>
				Dimension:	<input type="checkbox"/>
				Specification:	<input type="checkbox"/>

### \*Identification

Customer/Supplier/Internal:			Date:		
Description:			CAR No.:		
SAP WT No.:		Serial No / LOT No.:			
Procedure/Work Instruction & Revision:		Work Order/Job No/ Project No. / Sales Order No.:			
Drawing No./Purchase Specification:		Test Specification/Method & Rev.:			
		Effective Date:		Final Date:	
Originator:		Phone:		Email:	

### \*Deviation-Request Details / Reason for Deviation (Root Cause)

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### \*Suggested Corrective Action(s)

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### Records (check all that apply)

### Documents (check all that apply)

Inspection Check Sheet <input type="checkbox"/>	Process Flow Diagram <input type="checkbox"/>	Operator Instructions <input type="checkbox"/>	JSA <input type="checkbox"/>
Lot Control Sheet <input type="checkbox"/>	Other (define):	Other (define):	

\*\*\*\*\* Attach copies of updated records and/or documents with highlighted changes\*\*\*\*\*



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## Temporary Deviation Request

### SAP Change

Update Production Order BOM (Bill of Materials)

Yes

No

Item(s) to Remove

Item(s) to Add

### Training Acknowledgment (if required)

#### Signature of trained personnel:

1<sup>st</sup> Shift Supervisor:

2<sup>nd</sup> Shift Supervisor:

3<sup>rd</sup> Shift Supervisor:

Other personnel:

### Approvals (Manager or designee)

Required Signature	Approved	Signature	Date:
<input checked="" type="checkbox"/> Quality Manager (required):	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Customer Service:	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> M / E Engineering Manager:	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Manufacturing Manager:	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Materials Manager:	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Purchasing Manager:	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Project Manager:	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> General Manager:	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> R & D:	<input type="checkbox"/>	_____	_____

### Supplier Related deviation requests:

**Email this request and supporting documents to the Buyer listed on the PO**



## Temporary Deviation Request

### INSTRUCTIONS FOR COMPLETING DEVIATION REQUEST

#### 1. General

- a. The Deviation Request is used by a supplier or internally to Evoqua to document a request for a change to a product or process. For purchased / supplier requested deviations, the supplier must submit the Deviation request through the Buyer listed on the PO.

#### 2. **Instructions:** Supplies are to complete all fields marked with an asterisk [\*]

#### Key Fields

Deviation Number – The unique number for each Deviation Report

**Suppliers follow this format for deviation number: DEV-Supplier Name-date of deviation**

**Evoqua – follow this format for deviation number: DEV-EWT Plant#- date of deviation**

- Deviation Point – The point in the overall process where deviation will occur
- Job Number – SAP Project Number
- \*PO Number – Purchase Order Number
- \*Quantity affected -
- \*Equipment/System Type –
- \*Deviation Initiator – Source of the Deviation request
- \*Deviation Type – Identify the part of manufacturing/fabricating the Deviation effects

#### \*Identification Section

- Customer/Supplier/Process – Name of entity or requesting Deviation
- Date – Date report is filed
- Description – Brief description of request
- CAR No – Enter the CAR No if one is issued
- SAP WT No – Part number effected
- Serial No / LOT# -
- Procedure/Work Instruction & Revision – Enter required for Internal Deviation requests only
- Work Order/Job No, Sales Order No. / Project No.
- Drawing No./Purchase Specification -
- Test Specification/Method & Rev -
- Effective Date – Date when the accepted Deviation will start
- Final Date - Date when the accepted Deviation will end
- Originator – Person filing the Deviation Report
- Phone – Originator's phone number
- Email - Originator's email address

**\*Deviation-Request Details** – Specific details of Deviation request

**\*Reason for Deviation / Root Cause** - Specific details of the reason the deviation is needed and the Root Cause, if identified

**Records** - (check all that apply or add record if not listed)

**Documents** - (check all that apply or add document if not listed)

**SAP Change** – Identify changes required in SAP for this deviation

**Training Acknowledgment** (if required) Personnel associated with process deviation must sign off when trained

**Approvals (Manager or designee)** – Signature of managers approving this specific Deviation request