

Dear Supplier,

L3 has issued you a (**Critical, Major or Minor**) supplier corrective action request (SCAR) SCAR-00xxxx.

This email has an attachment that details the non-conformance(s) that led to this SCAR. Please input your responses into this form and return for L3 review.

If this is a product SCAR, **a containment response is due within 7 days**

Please provide documentation of your containment activities for goods in process and/or inventory by email as an artifact to be included in the SCAR record. You are required to notify L3 of other product provided to L3 that may be likewise affected by the non-compliance. **The root cause and corrective action plan is required and is due on TBD (typically 30 days).**

Suggested corrective actions are not to be implemented on L3 product(s) until review and approval by L3. **Please provide documentation of the root cause investigation (5-why, fishbone diagram, etc.) to support the root cause determination.**

NOTE: The scorecard will be negatively affected if the response is not received by the response due date, the response is deemed inadequate, or the corrective action implementation is not completed by the agreed upon implementation due date. If an extension is necessary, please contact me prior to the response due date with request and justification for the extension. Please assure that the corrective actions adequately address the non-conformance, are thorough, clear and concise.

L3 will review the root cause determination and suggested corrective actions. If approved, L3 will notify you to proceed with implementation.

If the root cause determination and/or corrective action response is not sufficient L3 will notify you to request additional information, analysis or corrective action measures.

Please contact me to confirm your receipt of this notice and to request additional information as necessary.