

**Dear Supplier,**

There is only one acceptable way of reporting nonconforming product by sending ZN form - Attachment 19 of Instruction 150 - Requirements for Suppliers of WSK „PZL – Rzeszów” S.A.

We have noticed common reoccurrence mistakes on ZN form:

- ✓ obsolete Attachment No 19,
- ✓ missing part status (development, production or experimental),
- ✓ missing page number and number of pages,
- ✓ obsolete vendor code (actual vendor code is available on Purchasing Order),
- ✓ mismatch between declared quantity of nonconforming parts in fields 15 and 19,
- ✓ missing drawing location of defect
- ✓ Unclear on nonconformance description causing misinterpretation,
- ✓ Root cause and corrective actions not corresponding to nonconformance,
- ✓ Missing data in fields 23, 24, 25, 27,
- ✓ Missing or incorrect Export Control Classification
- ✓ missing required attachments,

Please note also that as per Instruction 150, Supplier is obligated to submit „Deviation Notice from Supplier” (ZN) Attachment No 19 electronically to Supplier Quality Assurance Department of WSK „PZL - Rzeszów” S. A. Form should be sent to: GP.PWC.WSK.DSFS@wskrz.com due to 7 day from a day when a nonconformance was detected.

Distribution of all required information to correct email address accelerate evaluation of nonconformance and improve communication.

ZN forms completed incorrectly will send back to originator and in case of reoccurrence mistakes, reported parts will be rejected.