



Supplier Technical Assistance Request – Form Instructions

(EAC Form No. 0134 Rev 3)

Reference: SOP 5015

The following instructions provide guidance for the completion of Erickson STA Form 0134. The form may be printed and filled out by hand or by filled out electronically by typing in the template located:

(L:\Templates\EAC Forms\0134 - Supplier Technical Assistant Request)

NOTE: This form is only to be used to clarify drawing or specification requirements and work instructions provided to Suppliers during RFQ and Production Process. If a deviation or discrepancy to the drawing or specification requirements exists, submit the deviation or discrepancy using EAC Form 0169 – Non-Conformance Report.

Form Items 1-11 (To be completed by Supplier/Production Planner as applicable)

1. Enter the Item Number the STA is related to
2. Enter the Part Name/Nomenclature of the Item the STA is related to
3. Provide the Purchase Order or Production Order number of the subject Item
4. Enter the date the STA is being submitted
5. Enter the date a response is required on or before to ensure there is no impact to contracted delivery of the subject item
6. Enter the name of the Supplier submitting the STA
7. Provide a contact with technical knowledge of the issue being submitted on the STA that Erickson may contact as needed to complete the disposition of the STA
8. Provide a contact phone number where the Supplier Contact may be reached.
9. Provide an E-Mail where Supplier Contact may be reached as needed to complete the disposition of the STA. Dispositioned STAs will be returned to the E-Mail address listed.
10. Check the box which best describes the clarification the STA is being submitted to address.
11. Provide a description of the information being requested using as much detail as possible for Erickson to address. Include the drawing number, sheet, and zone to assist Erickson Engineering in isolating areas of concern if applicable. Attach images, photos, sketches etc. as required in the space provided for attachments. This space may also be used as a continuation if there is insufficient room to address concerns in the space provided.

Form Items 12-18 (To be completed by Erickson Personnel)

12. (Planner/Buyer) After reviewing form for accuracy/completeness, sign form and enter date the STA is accepted by EAC

13. (Planner/Buyer) Check box indicating if the request is connected to a Repair Station order, Manufacturing PO, Process PO, or Customer work.
14. (ME(T)) Review STA Tracking Sheet and assigns/enters tracking number.
15. (ME(T)) Check NO and initial if STA is to be dispositioned by ME(T). Check YES and initial to indicate STA has been reviewed by ME(T) and requires design change or disposition by Engineering.
16. (ME(T)/Engineering) Provide response to address suppliers question using as much detail as possible to ensure no further clarification is needed. Attach any images, photos, sketches, etc. required to aid the supplier in interpreting the disposition in the space provided for attachments. Items which are part of the disposition placed in an attachment are to be clearly identified as part of the disposition of the STA. Updated Engineering revisions to drawings, specifications, or ADCNs created as part of the STA disposition are to be clearly identified in the disposition.
17. (ME(T)/Engineering/Quality) Upon completion the dispositioning ME(T)/Engineer is to sign and date the STA. Quality is to review STA for accuracy and clarity and sign the STA completing the disposition.
18. (Quality) Indicate if the disposition of the STA requires modification of the Purchase/Production Order and check appropriate boxes for distribution to indicate the parties to receive a copy of the completed STA upon completion.

NOTE: Following Quality review, the Completed STA form is to be returned to the Dispositioning ME(T)/Engineer for upload prior to distribution.