

# RFA SUBMISSION GUIDE

REVISION: /	REVISION DATE: June, 2020
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## OBJECTIVE

This document establishes guidelines for submission of RFA (Request for Alternative) for technical standards and by form, in case of any supplier's restriction or deviation from EMBRAER Standards.

## APPLICABILITY

The RFA is only applicable when the restriction or deviation is related to manufacturing processes. In case of discrepancy on the product, supplier shall issue a concession, reporting the product deviation as mandatory EQRS item M.019.2018, or a PCR if project review needed.

## DEFINITIONS

**Request for alternative (RFA):** Document which shall be used to request and justify deviation from a requirement of an applicable EMBRAER specification;

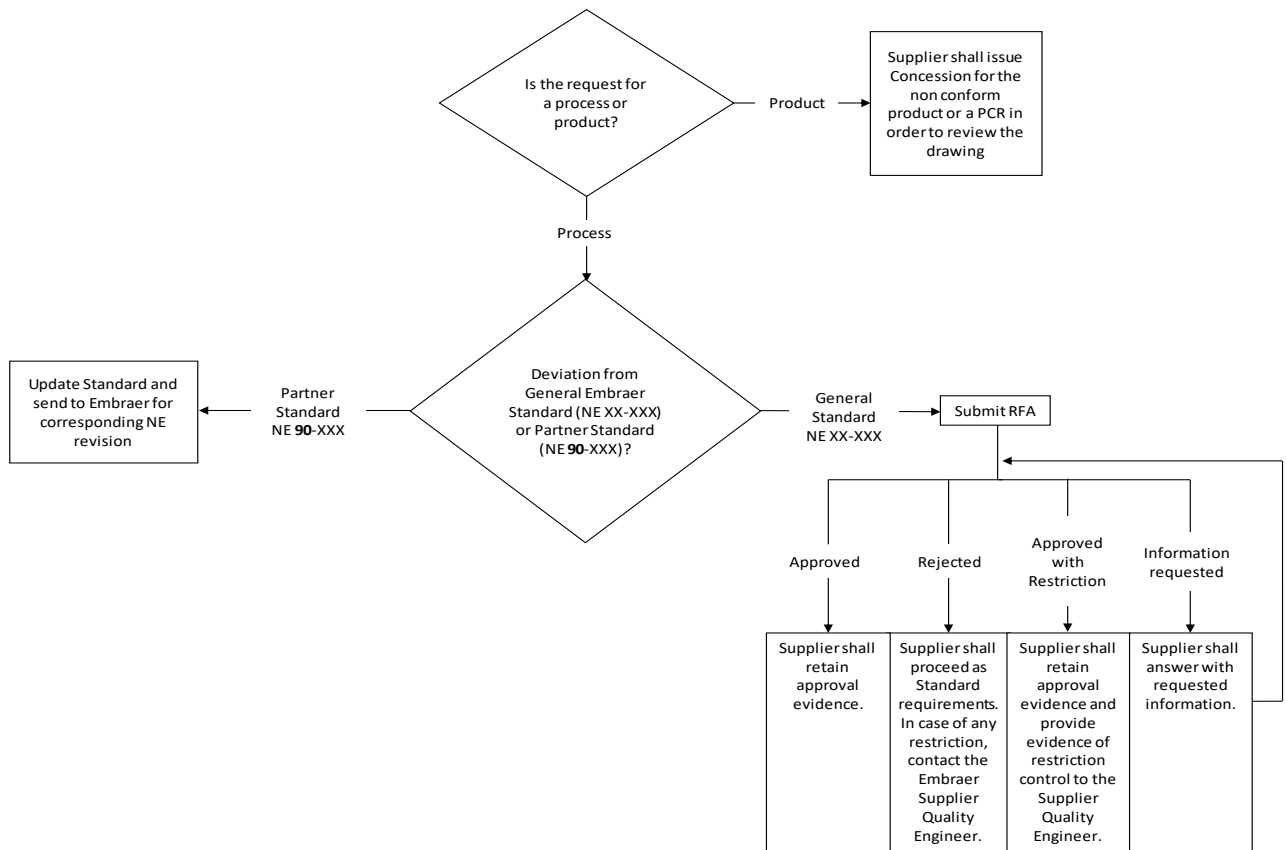
**Product Change Request (PCR):** When a project review is requested.

## INSTRUCTIONS

Supplier is responsible for submitting the RFA to EMBRAER through the Technical Standards application using the Internet Explorer browser or completed form sent to Supplier Quality Department in case the Supplier does not have access to EMBRAER systems. The form shall be used in both cases, as annex in the RFA on Technical Standards as document sent to EMBRAER, and the reason for that is to avoid misunderstanding and facilitate the deliberation of the RFA. This mandatory form is available in the Attachments section of this document.

EMBRAER reserves the right to approve or reject this request. In case of approval, the supplier has the authorization to keep the restriction or deviation from EMBRAER standards until further standard revision. However, if the RFA is rejected, supplier shall conduct its process as required by the standard. Any exception shall be treated as a concession, reporting the product deviation as mandatory EQRS item M.019.2018. If project review needed, supplier shall issue a PCR. If the RFA is under evaluation, the supplier is not authorized to proceed with any deviation until RFA approved.

Before submitting the RFA, supplier shall consider some important questions in order to decide if the RFA is necessary or not. Figure 1 can support on the decision and provide some actions expected from the supplier.



**FIGURE 1: Guide Fluxogram**

When decided to submit the RFA, supplier shall be acquainted with the following status on Technical Standards application:

**Draft:** Under modification by the supplier, need to be sent by workflow to EMBRAER analysis

**To Embraer Analysis:** EMBRAER has received the submission

**In Analysis:** EMBRAER is internally evaluating the RFA

**To Supplier Analysis:** Supplier shall answer any further information required

**Approved:** Supplier is allowed to keep the deviation or restriction

**Rejected:** Supplier is not allowed to proceed manufacturing with the deviation or restriction and shall demonstrate it is compliant with the standard, issue a concession or a PCR.

In addition, the supplier shall:

- make a follow-up of their RFAs; and
- use the requested deviation only after RFA approval by Embraer.

**NOTE:** In the case of approval with restriction, the deviations not authorized shall not be applied. Only the deviations clearly authorized by Embraer shall be applied.



In case the supplier decides to cancel the RFA during the process, proceed as described below:

- RFA with the “Draft” status - send for analysis, asking the cancellation to the Analyst;
- RFA with the “To Embraer Analysis” or “In Analysis” status - Contact the “focal point” of the Embraer Supplier Quality to arrange the cancellation; or
- RFA with the “To Supplier Analysis” status - request the cancellation, via application.

NOTE: As the “Cancelled” status does not exist in the application, the Analyst will reject the document.

On Technical Standards application, there is a screen “HELP”, which can be used in order to get further information to proceed to issue a RFA.

Standards - Issued/Revised in the last 45 days				
Type	Number	Rev	Title	Program
▶ DSM				
▶ GPS				
▶ MH				
▶ MPD				
▶ NI				



### EXPIRATION DATE

The RFA will be rejected after 30 days on “To Supplier Analysis” status. It is supplier’s responsibility to make the follow-up of its RFAs.

### ATTACHMENTS

#### A) RFA FORM



h-RFA\_form.xls