

1.0 Purpose

- 1.1 This is utilized to document all open work on a supplier furnished assembly. This captures the Open Standing Work number, work instructions used to accomplish the work, production employee that accomplished the work, and the inspector that accepted the work. Supplier is required to send this document with assembly and send a copy to the purchasing representative prior to shipping article.

2.0 Instructions

- 2.1 The following items are to be completed by the supplier:
 - 2.1.1 Enter the aircraft unit number.
 - 2.1.2 Enter the supplier number.
 - 2.1.3 Enter the aircraft model number.
 - 2.1.4 Enter the purchase order number.
 - 2.1.5 Enter the required delivery date from the applicable purchase order.
 - 2.1.6 Enter the serial number (if applicable). Record NA if a serial number is not applicable.
 - 2.1.7 Enter the part name and part number.
 - 2.1.8 Enter the ID Number. This is the identification number of the open work (e.g., OSW number, open Supplier Rejection Disposition Report, Quality Assurance Bulletin).
 - 2.1.9 Enter a description of the open work.
- 2.2 The following items are to be completed by Textron Aviation:
 - 2.2.1 Enter instructions of work to be completed. This field is to be filled in by Process Engineering.
 - 2.2.2 Enter the Badge number of person who accomplished work and date. To be filled out by the worker.
 - 2.2.3 Enter stamp impression and date of inspector that accepted work. To be filled out by Quality Assurance.

3.0 Notes

- 3.1 This form is a one (1) page, single-sided form

