# Supplier Data Requirement List (SDRL)

## Description

<table>
<thead>
<tr>
<th>SDRL DESCRIPTION</th>
<th>NUMBER SDRL 319</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td></td>
</tr>
<tr>
<td>Mishap Safety Reporting</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>06-09-2017</td>
</tr>
<tr>
<td>REVISION</td>
<td>-</td>
</tr>
</tbody>
</table>

**SUBMITTAL SCHEDULE**
As Required

**APPROVAL TYPE**

- Product Lead
- QE
- Other System Safety Lead

**REFERENCE DOCUMENTS**
MDA Instruction 6055.02-INS, Accident and Mishap Safety Investigations and Reporting.

**Does this SDRL need to be added to Costpoint?** Yes ☐ No ☑

Note: All newly released, or revised, Non-Recurring SDRLs need to be added to Costpoint. Send the approved version of this form to Purchasing Manager in order to have these added to Costpoint.

**DESCRIPTION/PURPOSE**
The Contractor shall notify Orbital within 18 hours after a safety related mishap or near miss incident.

**SCOPE/PREPARATION INSTRUCTIONS**

Content-

Task

The Contractor shall inform Orbital Safety Lead by telephone, followed by email or fax of any safety related mishaps and near misses related to the product being supplied. The activity leading to the safety mishap or near miss shall be suspended until approval given by OSC personnel.

Examples of safety related mishaps and near misses include but are not limited to:

- Electrical or Chemical Fires
- Combustions
- Shortages
- Explosion
- Software related deviation

Type of information to include within the communication to Orbital

- Area the incident occurred: Software, OSHA, System Safety, or Test and Evaluation
- Description of the Incident
- Time and Date
- Nature of Incident
- Description of any Injuries or Fatalities

The contractor format is acceptable. For reference, a Mishap Reporting template can be provided. Use of this template is per the discretion of the contractor.

Document shall be delivered to the Orbital Procurement Agent. Approval shall be in the form of a Contracts Letter from the Orbital Procurement Agent. Verbal approval is inadmissible.
Supplier Data Requirement List (SDRL)
Description

The document shall be delivered to the Orbital Supply Chain Management email box at: supplychainmanagement@ngc.com.

<table>
<thead>
<tr>
<th>SDRL Description Owner:</th>
<th>Date: 9 June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Chain:</td>
<td>Date: 9 June 2017</td>
</tr>
<tr>
<td>Mission Quality Assurance:</td>
<td>104171</td>
</tr>
<tr>
<td>Supplier Quality Assurance:</td>
<td>T. T.</td>
</tr>
</tbody>
</table>