CHANGE REQUEST / CHANGE NOTICE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART/DOCUMENT #** | | | | | | | | | **CR #** | | | | **DATE OF REQUEST** | | | | **START DATE** | | | **END DATE** | | | | | |
| *Ex. 01234001* | | | | | | | | | *See QA* | | | |  | | | |  | | |  | | | | | |
| **PART/DOCUMENT NAME:** | | | | | | | | | **DEV#** | | | | **REQUESTED BY** | | | | | | | | | | | | |
| *03DR Pitman Arm or "Quality System Documents"* | | | | | | | | | *DEV.#* | | | | *Customer, Supplier, Internal Source's Name* | | | | | | | | | | | | |
| **WORK CENTER** | | | | | **MACHINE NUMBER** | | | |  | | | | **SOURCE OF CHANGE:** | | | | | | | | | | | | |
| *There is a listing on the P drive.* | | | | | *Ex. A21 or P1* | | | |  | | | | *Ex. 8D or Floor request* | | | | | | | | | | | | |
| **DRAWING NUMBER** | | | | | | | | | **CHG. LEVEL** | | | | **DWG. DATE** | | | | | | | | | | | | |
| *Ex. 01234000* | | | | | | | | | *Ex. REL* | | | |  | | | | | | | | | | | | |
| **PROCESS** | | | | | | | | | CONTROL NUMBERS [IF APPLICABLE]*This only applies if lots of parts are involved.* | | | | | | | | | | Impact on any safety aspect? | | | | | | |
| *What activity do you want to change?* | | | | | | | | | YES  NO | | | | | | |
| PRODUCTS INVOLVED | | | | | | | | | | | | | | | | | | | | | | | | | |
| PART # /ASSY # | | *Ex. 05202041* | |  | | |  | | | |  | | | |  | | |  | | |  | | |  | |
| PROGRAM # | | *Ex. PN96* | |  | | |  | | | |  | | | |  | | |  | | |  | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| DESCRIPTION OF CHANGE [MATERIAL, PROCESSING, SPECIFICATION] | | | | | | | | | | | | | | | | | | | | | | | | | |
| *A brief but complete explanation of the change requested.* | | | | | | | | | | | | | | | | | | | | | | | | | |
| **QUANTITY OF PARTS INVOLVED** | | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| REASON FOR CHANGE | | | | | | | | | | | | | | | | | | | | | | | | | |
| *A brief but complete explanation of why the change is being requested.* | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **REASON FOR REJECTION** | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Date, initial, and write a brief but complete explanation of why the change is being rejected.* | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| CONCURRENCES FOR CHANGE REQUEST (CR)  FOR FEASIBILITY ASSESSMENT - TEAM ASSIGNMENTS | | | | | | | | | | | | | | | | (CN) CHANGE NOTICE APPROVAL / REJECTION | | | | | | | | | |
|  | REQ. CONCURRENCES | | TEAM MEMBER | | | MGR. INITIAL | | DATE | | | | CHAMP. | | N/A | | INITIAL | | | DATE | | | APPROVE | | | REJECT |
|  | ENGINEERING MANAGER | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | **QUALITY MANAGER** | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | **MANUFACTURING MANAGER** | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | **ASSISTANT MANUFACTURING MANAGER** | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | **HUMAN RESOURCES MANAGER - SAFETY** | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | **PRODUCTION CONTROL MANAGER** | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | CHIEF OPERATING OFFICER | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | **SALES MANAGER** | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | **I.S. MANAGER** | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | **CONTROLLER** | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | **PURCHASING MANAGER** | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | OTHER | |  | | |  | |  | | | |  | |  | |  | | |  | | |  | | |  |
|  | | | | | | | | |  | | | |  | | | | **GATEKEEPER** | | | **COMPLETE DATE** | | |
|  | | | | | | | | |  | | | |  | | | |  | | |  | | |

**CR/CN ACTION ITEM TICKLER LIST**

**(This is not a list of items that require a CR/CN.  These are items that may be affected by a CR/CN.)**

* **ACCOUNTING**
  + **ROUTING**
  + **COST**
  + **ASSET #**
  + **WORK CENTER #**
* **DESIGN ENGINEERING**
  + **SREA**
  + **IAA**
  + **DFMEA**
  + **DRAWING**
  + **ENGINEERING TEST SPECIFICATION**
  + **IMDS#**
* **ENGINEERING TEST LAB**
  + **TEST INSTRUCTIONS**
  + **TEST REPORT**
* **HUMAN RESOURCES**
  + **TRAINING / SKILL MATRIX**
  + **ENVIRONMENTAL**
  + **SAFETY**
* **INFORMATION SYSTEMS**
  + **TECHNICAL SUPPORT**
  + **SOFTWARE**
  + **DATA SECURITY / USER PERMISSIONS**
* **MAINTENANCE**
  + **PREVENTIVE MAINTENANCE SCHEDULE**
  + **PM INSTRUCTIONS**
  + **SPARE PARTS**
* **MANUFACTURING ENGINEERING**
  + **PROCESS SHEETS**
  + **SOR**
  + **WORK INSTRUCTIONS**
  + **VISUAL DISPLAY STANDARDS**
  + **PROCESS FLOW**
  + **PFMEA**
  + **PROCESS DESIGN**
  + **MACHINE DESIGN**
  + **FIXTURING**
  + **TOOLING**
  + **MATERIAL HANDLING**
  + **ROUTING**
  + **ERROR PROOFING**
* **PRODUCTION CONTROL**
  + **WORK INSTRUCTIONS**
  + **KANBAN CARDS**
  + **KANBAN BOARDS**
  + **BOM**
  + **BPCS FILE**
* **PRODUCTOS POWERS**
  + **PROCESS SHEETS**
  + **SOR**
  + **WORK INSTRUCTIONS**
  + **VISUAL DISPLAY STANDARDS**
  + **PROCESS FLOW**
  + **PFMEA**
  + **CONTROL PLAN**
  + **QUALITY DOCS.**
  + **PM SCHEDULE/JOB INSTRUCTIONS**
  + **PROD. CONTROL DOCS.**
  + **CUSTOMS PROCESS**
  + **ENVIRONMENTAL**
  + **ACCOUNTING**
* **PURCHASING**
  + **RFQ’S**
  + **SUPPLIER PPAP REQUEST**
  + **RECORD CUSTOMER OWNED TOOLING #**
  + **SUPPLIER INFORMATION MANUAL**
* **QUALITY**
  + **CONTROL PLANS**
  + **IP SHEETS**
  + **DAILY LINE INSPECTION SHEETS [DLI]**
  + **GAGE INSTRUCTIONS**
  + **FTT**
  + **NCM - RRS**
  + **BONDING**
  + **SUPPLIER PPAP APPROVAL**
  + **CUSTOMER PPAP/PSW**
  + **VISUAL DISPLAY STANDARDS**
* **SALES**
  + **CUSTOMER QUOTE**
  + **PURCHASE ORDER**
* **TOOL MART**
  + **SPARE PARTS**
  + **TOOLING**
  + **WORK INSTRUCTIONS**
* **TOOL ROOM**
  + **WORK INSTRUCTIONS**
  + **FABRICATION COMPLETE**