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 |
| **[x]**  | ENGINEERING MANAGER  |  |  |  | **[ ]**  | **[ ]**  |  |  | **[ ]**  | **[ ]**  |
| **[x]**  | **QUALITY MANAGER** |  |  |  | **[ ]**  | **[ ]**  |  |  | **[ ]**  | **[ ]**  |
| **[x]**  | **MANUFACTURING MANAGER**  |  |  |  | **[ ]**  | **[ ]**  |  |  | **[ ]**  | **[ ]**  |
| **[x]**  | **ASSISTANT MANUFACTURING MANAGER** |  |  |  | **[ ]**  | **[ ]**  |  |  | **[ ]**  | **[ ]**  |
| **[x]**  | **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**