

Supplier process change request form

						Date	
P/N				Submitted by			
Part description						Manager	Process Engineer
Reason for change	Manufacturing equipment change Production process change Fixture/tooling change Downstream supplier change Other		Manufacturing location change Change program of (CNC/robot welding etc.) Unexpected equipment stoppage				
This change will impact		Cost	Availability	Quality	Design		
Change description							
Current				New			
How will supplier insure quality of parts after change?							
Cost difference							
Proposed effective date (receives new parts)						PO number	
						Due date	
Approvals							
Approvals	QA	Accept	Reject	N/A	Signature	Date	Comments
	ME	Accept	Reject	N/A	Signature	Date	
	DE	Accept	Reject	N/A	Signature	Date	
Examples of support material to include:						Doc name	
Picture of new equipment (including name)						Rev number	
Picture of Jig/fixture(s)						Rev date	
List of downstream supplier(s) affected						Issue number	
Complete inspection of equipment/fixture						Issue date	
Work Process sheet							