



Subject: Supplier Design / Process Change Request

## PURPOSE:

The Design/Process Change Request is used for the supplier to communicate to MACI desired changes of equipment, machines, measuring methods, material, subcomponent supplier, modification of manufacturing layout, introduction of transfer mechanisms for automation, or changes in blueprint specification.

## SCOPE:

It is the responsibility of the supplier to inform MACI Quality Assurance Department of any desired change in process or part dimensions. The Design/Process Change Request should be submitted when the supplier establishes an implementation plan for the change.

## CONTENT:

After receiving a change request form, MACI will review the request and determine the viability of the change and determine required confirmation testing if approved.

The Design/Process Change Request is to be completed as follows:

- ① Supplier: Supplier name
- ② Contact Person: Person to contact for inquiries
- ③ Part Name: Part name change affects
- ④ MACI Part No: Part number change affects
- ⑤ Date/Approved/Written: Supplier sign-off to be completed by supplier before submission to MACI
- ⑥ Existing Process/Design: Describe current Design/Process. Use pictures and attachments if necessary
- ⑦ Proposed Process/Design: Describe desired Design/Process. Use pictures and attachments if necessary
- ⑧ Characteristics affected: Detail characteristics of product affected and benefits of change.
- ⑨ Purpose: Check appropriate box(es)
- ⑩ Can this change be easily reversed?: Indicate whether once this change is made if the original condition may be obtained easily. Circle y(yes) or n(no) as appropriate.
- ⑪ ISIR submission date to MACI: Indicate submission date of ISIR to MACI.
- ⑫ Desired date of changeover: List desired date of changeover. Timing required by MACI to complete ISIR may vary on several factors including



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complexity of part, amount of testing required and obtaining final customer approval.

- ⑬ Quantity of safety stock (prior to change) will be kept after changeover: List amount of safety stock that will be kept. Changes that are not easily reversed and changes that are critical to the function of the part will require a minimum of 2 weeks safety stock. Changes easily reversed or not critical to function of the part may not require any safety stock.
- ⑭ Documents requiring update: List all related documentation (Quality Assurance Process Sheet, Operation Manuals, training records, etc.) that will be affected by the change.
- ⑮ Documentation update completion date: List the date all related documentation is to be completed.
- ⑯ Date: Date MACI dispositions change request.
- ⑰ Proposed change disposition: MACI's disposition of the change

Note: Approval of the change request does not grant nor guarantee the approval of the ISIR submission. Nor does approval grant permission to ship product affected by change unless items ⑲, ⑳, and ㉑ has been waived.

- ⑱ Approved / Written: Approval signatures granted by MACI QA & MACI Purchasing
- ⑲ MACI Internal Target Dates: dates set for expected delivery of PPAP Submission/ISIR (⑳), line trials at MACI (㉑), supplier audit and run at rate performed (㉒), and when MACI expects to start production using p/n's indicated ( ㉓ ).
- ⑳ Submittal of PPAP package and Initial Sample Inspection Report (ISIR): MACI QA will indicate whether an ISIR submission is required. This includes part layout, capability study, other requirements, and line trial. Waiver of ISIR still requires supplier to produce product to agreed upon specifications (from blue print, quality standard, MCDS, etc.).
- ㉑ When line trials are expected to be taking place at MACI to verify sample parts run down MACI production lines with no concerns.
- ㉒ Process audit by MACI: MACI QA will indicate whether an audit will be required or waived and list date to be completed by.
- ㉓ MACI's expected date to start using 'new' parts from the proposed process change.



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- ②④ Approval for mass production: final approval to move forward with mass production using the proposed change will be granted when all of the supporting data and documentation is received, reviewed, and deemed acceptable.
- ②⑤ Signatures from the QA and Purchasing Managers will finalize the approval to move forward with mass production.



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Michigan Automotive Compressor, Inc. Design/Process Change Request Form		
Date	Approved	Written
5	5	5
Supplier: 1	Contact Person: 2	
Part Name: 3	MACI Part No.: 4	
Existing Process/Design	Proposed Process/Design	Characteristics Affected
6	7	8
Purpose <input type="checkbox"/> Quality Improvement <input type="checkbox"/> Capacity Improvement <input type="checkbox"/> Cost Curtailment <input type="checkbox"/> Sub-supplier Change <input type="checkbox"/> Other: 9		
Can this change be easily reversed? Y / N 10		
ISIR submission date to MACI: 11    Desired date of changeover: 12		
Quantity of safety stock (prior to change) will be kept after changeover: 13		
Documents requiring update: 14		
Documentation update completion date: 15		
MACI Reply		
Initial Response:		MACI Authorization
Date: 16	Proposed Change Disposition: 17	Purchasing
<input type="checkbox"/> Approval to Proceed w Change Preparation Only	<input type="checkbox"/> Rejected	QA
		18
		18
MACI Target Dates: 19		
Item	Due Date	Comments
PPAP/ISIR	20	
Line Trials @ MACI	21	
Line Audit & R@R	22	
MACI SOP	23	
Approval for Mass Production: 24		PUR
Date: _____		QA
Comments: 24		25
		25