



TO: CMA  
 FAX: 270-699-9420  
 PHONE: 270-692-2109  
 ATTN: \_\_\_\_\_

**PROCESS CHANGE REQUEST PLAN**

DATE: \_\_\_\_\_

PART NO: \_\_\_\_\_  
 PART NAME: \_\_\_\_\_

TYPE OF CHANGE  
 MATERIAL     METHOD  
 MACHINE     OTHER

SUPPLIER NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_

REASON: \_\_\_\_\_

PLANT MGR	PRODUCTION	QUALITY	ENGINEER
SUPPLIER STAFF			

COMPLETED BY SUPPLIER

PREVIOUS PROCESS	NEW PROCESS	PARTS CHARACTERISTICS TO BE AFFECTED

ITEM	SCHEDULE												DATE COMPLETED
PRE-PROCESS CAPABILITY													
PROCESS MODIFICATION AND TRIAL TIMING													
POST-PROCESS CAPABILITY													
SAMPLE INSPECTION FOR DIMENSION AND FUNCTION													
PRODUCTION PART APPROVAL PROCESS SUBMISSION													
INITIAL SAMPLE DELIVERY WITH IPC TAG													
PRODUCTION IMPLEMENTATION DATE													

COMPLETED BY CMA

**ANSWER / INSTRUCTION**

TO: \_\_\_\_\_ ATTN: \_\_\_\_\_

ITEM	YES	NO	DATE	COMMENTS
PROCESS CAPABILITY				
PRODUCTION PART APPROVAL PROCESS				
RUN @ RATE REQUIREMENTS				
SAMPLE SUBMISSION REQUIRED				

PROCESS CHANGE PLAN IS:  APPROVED    DATE: \_\_\_\_\_  
 NOT APPROVED

REASONS/COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

QUALITY			
CMA QA APPROVALS			

- SUPPLIER ⇄ CMA QUALITY ⇄ SUPPLIER
- CONTROL PLAN ATTACHED
  - PROCESS FMEA ATTACHED
  - PROCESS FLOW CHART ATTACHED
  - OBSOLETE PARTS SUMMARY



TO: CMA  
 FAX: 270-699-9420  
 PHONE: 270-692-2109  
 ATTN: Larry Singer (1)

**PROCESS CHANGE REQUEST PLAN**

DATE: 3-21-98 (2)

PART NO: 8 399 001 / R 034 B 013 (3)  
 PART NAME: Trim Panel, Lower (4)

TYPE OF CHANGE  
 MATERIAL (7)  METHOD (5) (6)  
 MACHINE (8)  OTHER

SUPPLIER NAME: ABC Products (9)  
 ADDRESS: 123 Main Street (10)  
 Greenville, SC 29604  
 PHONE NUMBER: (864) 267-8000 (11)

CONTACT: Robert Young (12)

REASON: New steel supplier available with better quality and price.  
 (13)

PLANT MGR	PRODUCTION	QUALITY	ENGINEER
(14) SUPPLIER STAFF			

COMPLETED BY SUPPLIER

PREVIOUS PROCESS	NEW PROCESS	PARTS CHARACTERISTICS TO BE AFFECTED
U.S. National Steel supplies 1018 steel tubing for the instrument panel reinforcement. (15)	Quality Steel Products will supply the tubing for the instrument panel reinforcement. (16)	None, the new supplier will provide the steel tubing according to the current specifications and dimensions. (17)

ITEM	SCHEDULE															DATE COMPLETED
	W3-2	W3-9	W3-16	W3-23	W3-30	W4-6	W4-13	W4-20	W4-27	W5-4	W5-11	W5-18	W5-25	W6-1	W6-8	
PRE-PROCESS CAPABILITY (18)	MEASURE AND CALCULATE															3-30-98
PROCESS MODIFICATION AND TRIAL TIMING (19)				RECEIVE SAMPLE MATERIAL			TRIAL			RECEIVE MATERIAL						Trials complete 4-24-98
POST-PROCESS CAPABILITY (20)																5-11-98
SAMPLE INSPECTION FOR DIMENSION AND FUNCTION (21)	MEASURE AND TEST															5-11-98 (25)
PRODUCTION PART APPROVAL PROCESS SUBMISSION (22)	SUBMIT															5-11-98
INITIAL SAMPLE DELIVERY WITH IPC TAG (23)	SUBMIT															5-11-98
PRODUCTION IMPLEMENTATION DATE (24)				BULDOUR			RAMPUP			SOP						5-21-98

COMPLETED BY CMA

ANSWER / INSTRUCTION  
 TO: ABC Products (26) ATTN: Robert Young (27)

ITEM	YES	NO	DATE	COMMENTS
PROCESS CAPABILITY (28)	X		3-25-98	DIAMETER & THICKNESS ONLY
PRODUCTION PART APPROVAL PROCESS (29)	X		5-11-98	LEVEL 3 (33)
RUN @ RATE REQUIREMENTS (30)		X	(32)	
SAMPLE SUBMISSION REQUIRED (31)	X		5-11-98	5 PIECES W/ DATA & IPC

PROCESS CHANGE PLAN IS:  APPROVED (35) DATE: 3-30-98 (36)  
 NOT APPROVED  
 REASONS/COMMENTS: Please supply company literature for Quality Steel Products as well as any past history of quality performance and delivery (34)

QUALITY	ENGINEERING	PURCHASING	QUALITY ENG
(37) CMA QA APPROVALS			

- SUPPLIER ⇄ CMA QUALITY ⇄ SUPPLIER (38)  
 CONTROL PLAN ATTACHED  
 PROCESS FMEA ATTACHED (39) (40)  
 PROCESS FLOW CHART ATTACHED  
 OBSOLETE PARTS SUMMARY (41)