

Supplier to Document Change Request

SUPPLIER CHANGE REQUEST



- Temporary Process Change
 Temporary Product Change

- Permanent Product/Drawing Change
 Permanent Process Change

Change Control #

Is this an Emergency Request: Yes

(Emergency = Will impact OSS Production if not implemented in less than 30 days.)

Complete this form and e-mail it to your responsible buyer and a copy to Balzers.Qualityassurance@oerlikon.com

NOTE: Please submit this notification at least 12 weeks prior to the planned change implementation!

Part Information:

OSS Business Segment: Production Part Aftermarket Part

OSS Part Number: Engineering Revision Level: Dated:

Supplier Part Number: Engineering Revision Level: Dated:

Supplier Manufacturing Information

Name: Supplier ID:

Street Address:

City, State, Zip:

Design Responsibility: OSS Supplier

Description of Deviation / Change Requested

Why is this Change Required:

What is the benefit to OSS (List any risks or potential investment needed):

Supporting Documents Provided:

Marked Up Drawing 8D Corrective Action Report (Required for Temporary Product Changes)

Pictures of proposed Change Capacity Assessment

Supporting Test Reports Other

Cost Justification (RFQ Template) _____

Cost Impact: Explain cost change per unit of measure (ex \$20/part)

Cost Increase? _____ / _____ Estimated Annual Increase to OSS (CHF)

Cost Decrease? _____ / _____ Estimated Annual Decrease to OSS (CHF)

No Cost Impact

Planned Date of Implementation:

Suggested Date feedback needed:

Supplier Contact Information:

NAME: **TITLE:**

BUSINESS PHONE NO: **FAX NO:**

E-MAIL: **DATE:**

I understand that implementation of changes can not occur until Final approval is acquired. OSS will provide an approved/rejected copy of this form along with a plan on the next steps when applicable.