

SUPPLIER CHANGE REQUEST (SCR)

SCR #: (filled in by Dayco) _____

SUPPLIER: _____
 CONTACT: _____
 DATE: _____
 PHONE: _____
 EMAIL: _____
 DATE: _____

THIS SECTION TO BE FILLED OUT BY SUPPLIER

TYPE OF CHANGE:

_____ MFG LOCATION	_____ NEW GAGE OR MODIFICATION
_____ MFG METHOD	_____ EQUIPMENT (NEW, REMOVAL, RELOCATION WITHIN PLANT) FILL OUT PEC FORM
_____ CHANGE / REMOVAL OF INSPECTION	_____ SHIFT ELIMINATION OR ADDITION
_____ NEW TOOL OR MAJOR REPAIR	_____ NEW MACHINE OR FIXTURE
_____ INITIAL USE OF NEW MACHINE	_____ DOCUMENTATION CHANGE
_____ CHANGE OF SUB-SUPPLIER	_____ SAFETY
_____ NEW CHEMICAL FILL OUT PEC FORM	

DESCRIBE REQUESTED CHANGES:

(Attach marked-up drawings where appropriate.)
 (Include details if Dayco's costs will be affected by this change.)

DESCRIBE REASONS FOR INITIATING CHANGES:

DAYCO PART NUMBERS AFFECTED (ATTACH LIST IF NECESSARY):

THIS SECTION TO BE FILLED OUT BY DAYCO

	OK TO PROCEED	OK DATE TO PROCEED	REJECTED	DATE APPROVED	IMPLEMENTATION COMPLETE
Commodity Manager					
Material Manager					
Engineering					
Quality					
Environmental					
Safety					
Plant Controller					
Engineering - Design					
Plant Manager					

INTERNAL DOCUMENTATION TO BE UPDATED:

_____ CONTROL PLAN	_____ CALIBRATION
_____ CHECKSHEETS / SCORECARDS	_____ VISUAL WORK INSTRUCTION
_____ FLOW CHART	_____ OPERATOR TRAINING
_____ LINE CHANGEOVER PACKET	_____ WORK INSTRUCTION
_____ OTHER _____	_____ PFMEA

INTERNAL DEVIATION ASSOCIATED WITH THIS CHANGE: _____

CUSTOMER NOTIFICATION NEEDED:

FORD SREA
 TOYOTA SCR
 CHRYSLER FOREVER
 GM CHANGE REQUEST
 CUMMINS SCR
 CAT PCN
 JOHN DEERE SCR
 OTHER: _____

IMPLEMENTATION PLAN:

PRODUCT CONTAINMENT NEEDED? Yes No

EFFECTIVE DATE: _____

SCR IMPLEMENTATION

****SCR IS NOT COMPLETE UNTIL ALL ACTIONS ON THIS PAGE ARE COMPLETED AND VERIFIED BY A MANAGER****

Champion: _____ Implementation Due Date: _____

Necessary Activities:

THIS SECTION TO BE FILLED OUT BY SUPPLIER

Supplier	Needed	Responsible Party	Date Completed	Signature of Responsible Party	Manager Verified Activity Complete
PPAP Submission	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Layout/Detail/Assy Drawing	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Engineering specification	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Material specification	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Process Flow Chart	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Component PFMEA	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Process Sheets	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Production Trial Run	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Tier 2+ Supplier Effect	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Logistics / Shipping	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Tooling revisions / movement	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Facility Changes	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Bank/Inventory required?	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Control Plan	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Updated Work Instructions	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Training Records	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Other	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>

THIS SECTION TO BE FILLED OUT BY DAYCO

Dayco Engineering					
PFMEA	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Tooling/Fixture/Gauge/Design	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Flow chart	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Fit/Run Trials	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Dayco Quality					
Gauge Calibration	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Gauge Instruction	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Post PPAP Functional Trial @ Dayco	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Dayco PV Testing	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Dayco Other					
Customer Notification	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Product Containment	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Customer Approval / Authorization	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Component Validation	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Assembly Validation	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Procedure	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Work Instruction	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>
Other	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>

Date Implementation Complete _____
 Verified by Management _____

Special Instructions: _____

