

Summit Aviation, Inc.
Supplier Engineering Change Request

Requestor's Name and Address:

Name and Title of Contact Person:

Summit Aviation or Customer Part Name:

Drawing / Spec Number and Revision:

Change / Deviation Class:

Minor Significant (Key/Vital)

Term:

Permanent:

Change To:

Design Processing
 Sub Source Composition
 Other:

Starting from P.O. Number:

Temporary:

P.O. Numbers Effected:

Effects:

Product Form Product Function Product Fit Process Packaging Material
 Drawing Running Change Other:

Description Of Change / Deviation:

Description of Effect:

Reason for Change / Deviation:

Tooling or Facility Changes?

Yes No

If Yes, Cost?

Is Piece Cost Affected?

Yes No

If Yes, Cost Per Piece?

Is Interchangeability Affected?

Assembly:

Yes No

Components:

Yes No

Will Change Effect Shipping Schedule?

Yes No

Estimated ship date:

Signature:

Date:

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Is Customer Approval Required?

Yes No

Customer Name:

Additional Requirements:

Sample Piece Full FAI None Other (Explain)

Additional Information: (Sample quantity required, customer expectations, etc.)

Approvals:

Quality Assurance:

Approved Rejected

Engineering:

Approved Rejected

Signature:

Signature:

Supplier Change Request Instructions

- **Requestor's Name and Address:** This is the company name and address of the supplier wishing to make a change or deviation to the contracted process.
- **Name and title of Contact Person:** This should be the person to best contact for any questions or concerns within the company the request is being submitted from.
- **Summit Aviation or Customer Part Name:** The identification of the part that the change/deviation directly effects. The part number referenced on the Summit Aviation provided Purchase Order is the best reference.
- **Drawing / Spec Number and Revision:** The drawing or Spec that is requesting to be altered, or that will be violated by the change. The revision should reflect the revision being altered, not necessarily the most current revision.
- **Change / deviation Class:** A significant change alters the form, fit, or function of the product. If the change does not fit this criterion, then it is a minor change.
- **Change to:** Identify what the change applies to.
- **Term:** Will the change affect all P.O.s applying to the same part number moving forward? Or is the change a special case in which the change will affect only a few P.O.s and then revert to the original standards/requirements?
- **Effects:** What does the change alter?
- **Description of change / deviation:** A detailed explanation of the change being requested. Include the following where possible: Drawing location, spec sections, original requirement compared to the new change.
- **Description of effect:** A detailed explanation of how the change will affect the product, including any risks (product integrity, costs to Summit Aviation, delivery commitments, etc.) associated with the change.
- **Reason for Change / Deviation:** A detailed explanation of why the change is necessary. For example: Will it improve production output? Will it reduce cost? Is a required material unavailable for use?
- **Tooling or Facility Changes:** Will any tooling or the facility need to be altered at Summit Aviation's expense?
- **If Yes, Cost:** What will it cost Summit Aviation to implement the changes?
- **Is Piece Cost Affected:** Will the change effect the piece cost at Summit Aviation's expense?
- **If Yes, Cost Per Piece:** What will it cost Summit Aviation per piece to implement the change?
- **Is Interchangeability Affected:**
 - **Assembly:** Will the interchangeability of the entire assembly be affected?
 - **Components:** Will the interchangeability of any of the individual components be affected?
- **Will Change Effect Shipping Schedule:** Will the change cause the delivery date to be either late or early?
- **Estimated Ship Date:** Provide a best Estimation of the new delivery date.