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| **Supplier Manufacturing Change Request Form** | | | | | | | **KE Log Number (KE use only):** | | |
|  | | | | | | | **Page Number (KE use only):** 1  **of \_\_\_\_\_** | | |
| **Attention Supplier: The following sections are to be completed in their entirety.** | | | | | | | | | |
| **Requested By: (N**ame of person initiating the SMCR) | **Supplier Name: (**Name of supplier requesting the change) | | | | | | | **Date: (**Date form is filled out) | |
| **Supplier Phone Number:** (Supplier Phone Number) | **KE Purchasing Contact: (**Name of KE purchasing contact responsible for affected part(s)) | | | | | | | | |
| **KE Part Number(s) & Description(s): (**Affected KE Part Number(s) & Description(s)) | | | | **Supplier’s Part Number(s) & Description(s):** (Supplier’s Affected Part Number(s) and Description(s) - A list of all of the supplier’s part numbers being supplied to KE which are affected by the change. List can be summarized as a series or family of part numbers) | | | | | |
| **Reason For Change: (**An explanation of why the change is being implemented) | | | | | | | | | **Supplier Log Number:** (Reference number within the supplier’s system associated with the SMCR submittal) |
| **Description of Change: (**A brief description of the change being implemented) | | | | | | | | | **Change Schedule:**  (What is the schedule of the change implementation: Last time buy, last shipping date, samples availability, PPAP availability, production start etc.) |
| **Qualification Testing Performed/To be Performed (DVPR)**: **(**A description of the testing performed by the supplier to confirm that supplied material will, with the supplier’s proposed changes in effect, continue to meet all applicable specifications. The SMCR form along with any attached documentation shall show the qualification plan that will be used to verify that the material will still meet all applicable specifications. KE requires certain qualification testing for some components and changes. See the Reliability section for details of qualification testing that may be required) | | | | | | | | | **Supportive Documentation Attached? 🞏No 🞏Yes** (Is supportive documentation attached to the SMCR?) |
| **Part Characteristics Affected:** (What dimensions, input levels, output levels, or other characteristics of the part will be affected by the change?) | | | | | | **Cost Impact:**  **🞏No 🞏Yes**  ( Does the change impact on price?) | | | **Is change reversible?**  **🞏No 🞏Yes** (Once change is made, can process be changed back without the building of safety stock or production interruptions?) |
| **Does the change affect the components ability to comply with ELV or ROHS requirements? 🞏No 🞏Yes (if YES, describe in detail)**  (If YES is indicated, a detailed explanation of the impact is required.) | | | | | | | | | |
| **SMCR Status (KE use only)** | | | | | | | | | |
| **SMCR final status is: 🞏 Approved 🞏 Rejected for:**  **SMCR follow up status is: 🞏 Reversible change requires additional action to be approved 🞏 Non-reversible change requires additional action to be approved 🞏 Approval given for non-reversible change, additional action required after change for final approval**  (This section shows the status of the SMCR after it has been reviewed by the KE site affected by the change. After initial review, SMCR may be approved as is, rejected, or put into follow up status. When a SMCR is put into follow up status additional action is required either by KE, the supplier or both. A non-reversible change may be approved to proceed but require additional information before final approval is given. Parts may not be shipped until final approval of the SMCR even if PPAP sign off is given.) | | | | | | | | | |
| **Additional Requirements (KE use only) (**This section indicates the additional action needed for final approval of the SMCR. Parts affected by proposed change can not be shipped until all requirements are met and final approval given.) | | | | | | | | | |
| **PPAP Submission Level : 🞏 1 🞏 2 🞏 3 🞏 4 🞏 5 🞏 N/A** | | | **Sample submission of \_\_\_\_\_\_ parts** | | **KE customer approval required? 🞏No 🞏Yes** | | | | |
| **KE assembly level testing required? 🞏No 🞏Yes** | | | **Non-reversible change, requires plan to bridge production requirements? 🞏No 🞏Yes** | | | | | | |
| **AEC testing and test results required? 🞏No 🞏Yes** | | | **Completion and submittal of test data (DVPR)? 🞏No 🞏Yes** | | | | | | |
| **Does Change have ELV implications? 🞏No 🞏Yes** | | | **Does KE Customer need to be notified regarding ELV condition? 🞏No 🞏Yes** | | | | | | |
| **Additional Requirements:** | | | | | | | | | |
| **Changed Material Tracking Information (To be completed after approval)** | | | | | | | | | |
| **Effective Date Code(s):** (Date Code of first shipment of changed material)  **Effective Lot Number :**(Lot Number of first shipment of changed material) | | **Material Ship Date:** (Ship date of first shipment of changed material)  **Identification of Initial Shipment:** (The initial shipment of material shipped under a SMCR shall be marked. The supplier is to identify marking of material. Packaging markings include different part numbers, labels, and markings.) | | | | | | | |