

FOR CUSTOMER USE ONLY

Change Approval:

Approved:

Rejected:

Engineering Signoff: _____		
Print Name: _____	Date: _____	
Quality Signoff: _____		
Print Name: _____	Date: _____	
Manufacturing Signoff: _____		
Print Name: _____	Date: _____	
Purchasing Signoff: _____		
Print Name: _____	Date: _____	

Customer Communication

Shaw Development to Shaw Development customers, or Shaw Development suppliers to

Table 1 - Planned Changes Requiring Notification Prior to Implementation		
Rule	Requirement	Clarification or Examples
1	Use of other construction or material than was used in the previously approved part or product.	For example, other construction as documented on a deviation or included as a note on the design record (print) and not covered by an engineering change.
2	Production from new or modified tools (except for perishable tools), dies molds patterns, etc., including additional or replacement tooling.	This requirement only applies to tools, which due to their unique form or function can be expected to influence the integrity of the final product. It is not meant to describe standard tools (new or repaired), such as standard measuring devices, drivers(manual or power), etc..
3	Production following refurbishment or rearrangement of existing tooling or equipment.	Refurbishment means the reconstruction and/or modification of a tool or machine or to increase the capacity, performance, or change its existing function. This is not meant to be confused with normal maintenance or parts, etc., for which no change in performance is to be expected and post repair verification methods have been established.
4	Production from tooling and equipment transferred to a different plant location, or from an additional plant location.	Production process tooling and/or equipment transferred between buildings or facilities in one or more locations.
5	Change of supplier for parts, non-equivalent materials, or services (e.g.: heat-treating, painting, plating) that affect customer fit/form/function, durability, or performance requirements.	Suppliers are responsible for approval of subcontracted material and services that do not affect customer fit/form/function, durability performance.
6	Product produced after the tooling has been inactive for volume production for 12 months or more.	For product that has been produced after tooling has been inactive for 12 months or more: Notification is required when the part has had no active purchase order and existing tooling has been inactive for volume production for 12 months or more. The only exception is when the part has low volume, e.g. service or specialty vehicles, However, a customer may specify certain PPAP
7	Product and process changes related to components of the production product manufactured internally or manufactured by suppliers that impact safety, fit/form/function, performance, durability, and/or appearance of the salable product. Additionally, the supplier shall concur with any request by a subcontractor before submission to the customer.	Any change that affects customer requirements for safety, fit/form/function performance, durability, and/or appearance requires notification to the customer. NOTE: The safety, fit/form/function performance, durability, and/or appearance requirements should be part of a customer specification as agreed on during reviews.
8	For bulk materials only: New source of raw materials with special characteristics from new or existing subcontractor. Change in product appearance attributes where there is not appearance specification. Revised parameters in the same process (outside pFMEA parameters of the approved product, includes packaging).	These changes would normally be expected to have an effect on the performance of the product.

9	Change in test/inspection method new technique (no effect on appearance criteria).	For change in test method, supplier should have evidence that the new method provides results equivalent to the old method. (GRR results).
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Submission to Customer

Supplier shall obtain PPAP approval prior to the first production shipment in the following

Table 2 - Changes Requiring PPAP Approval Prior to First Production Shipment

Rule	Requirement	Clarification or Examples
10	A new part of product (i.e. a specific part, material, or color not previously supplied to the specific customer).	Submission is required for a new product (initial release) or a previously approved product which has a new or revised (e.g. suffix) product/part number assigned to it. A new part/product or material added to a family may use appropriate PPAP documentation from a previously fully approved PPAP part within the same product family if approved by customer.
11	Correction of a discrepancy on a previously submitted part.	Submission is required to correct any discrepancies on a previously submitted part.
12	Engineering change to design records (prints), specifications, or materials for production product/part numbers(s).	Submission is required on any engineering change to production product/part design records, specifications or materials.
13	For Bulk Materials only: Process technology new to the supplier, not previously used for this product,	

Changes in any of the above situations (Table 1 or 2) require appropriate quality planning
Shaw will review supplier requested changes weekly during the engineering change review