



Innotec Product Change Request Change Number

Supplier Information

Supplier Name	
Contact	
Email/Phone	
Address	
Date of Request	
Proposed Date of change	

Part Information

Component Part Number	
Part Description	

Type of Change Request (check all that apply)

<input type="checkbox"/>	Design Change	<input type="checkbox"/>	Machine Change
<input type="checkbox"/>	New Supplier, Supplier Location	<input type="checkbox"/>	Manufacturing Location Change
<input type="checkbox"/>	Material Change	<input type="checkbox"/>	Tool/Die change
<input type="checkbox"/>	Manufacturing Method Change	<input type="checkbox"/>	Inspection Method Change
<input type="checkbox"/>	Manufacturing Process Change	<input type="checkbox"/>	Other (list)
<input type="checkbox"/>		<input type="checkbox"/>	

Detailed Description/Sketch of Change - attached more documents if necessary

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Innotec Quality Confirmation Requirements (Innotec will check all that apply)

<input type="checkbox"/>	Revised Control Plan	<input type="checkbox"/>	Gage R&R
<input type="checkbox"/>	Revised PFMEA	<input type="checkbox"/>	Process Capability Results
<input type="checkbox"/>	Sample Parts	<input type="checkbox"/>	Production Trial Parts
<input type="checkbox"/>	Product/Quality Function Test - List Below	<input type="checkbox"/>	Updated PPAP
<input type="checkbox"/>	Updated Drawings	<input type="checkbox"/>	Updated PO with new Rev Level
<input type="checkbox"/>	Bank Plan Sign Off	<input type="checkbox"/>	

Comments

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Innotec Approval Section (signatures required before change process can begin - add change number above)

Initial Request Approval: Accept Reject	Innotec Business Cell	Date
	Supply Chain DR or Finance DR	Date

Innotec Quality Confirmation Approval Section (must be signed after Quality Requirements submitted)

Quality Confirmation Approval: Pass Fail	Innotec Business Cell	Date
Innotec Approved Date of Change		

