

Supplier Information

Supplier Name _____
 Supplier Number _____
 Supplier Location(s) _____

Date of Request _____
 Rockwell Purchasing Contact _____
 Supplier Contact Name _____
 Supplier Contact Phone # _____
 Supplier Contact Email _____

Date of Proposed FUTURE Change _____

Description of Change (Please describe in detail the nature of the change)

Customer Information: (Please list additional part numbers on a separate sheet if necessary)

Customer Part Number(s) Affected

Customer Location(s) Affected (city,state)

Type of Change

(Select One)

(Note:) You are required to notify and receive approval from Rockwell for any of these types. Designations in () are the recommended PPAP Level submissions for this type of change. Discussion with Supplier Quality Engineering should take place to determine final PPAP level.

Where is this change taking place?

Your Company

Your Sub-Supplier

- 1. Change to construction, material or component (L3)
- 2. Changes to product packaging, labels, instruction sheets, BOM (L3)
- 3. Change in product appearance attributes (L4)
- 4. Product/process changes on components of the product (L3)
- 5. Change in test or inspection method (L2)
- 6. Change in production process or method (L2)

- 7. Tooling, production or equipment transferred to different site (L3)
- 8. New, additional or modified tools (L3)
- 9. Upgrade or rearrangement of existing tools (L3)
- 10. Change of supplier or non-equivalent materials/services (L3)
- 11. Bulk Material: New source of raw material (L3)
- 12. Change of Sub Supplier or material source (L3)

↓ **ALL Information Below is to be filled out by Rockwell Automation.** ↓

Rockwell Requirements (Supplier Quality and Purchasing)

Purchasing/SSO

Timing Plan Received Yes No

Date Supplier Change Request Received _____

Supplier Quality

PPAP Required? Yes No

Level _____ Due Date _____

Additional Requirements

Approval Signatures

Signature

Date

Purchasing/SSO Representative	_____	_____
Engineering Representative	_____	_____
Quality Representative	_____	_____
Product Manager (Factored Product Only)	_____	_____

Rockwell Mandatory Distribution: Plant Operations, Product Quality, Purchasing, Supplier Quality and Engineering

Rockwell Change Management Control Process

Trigger : Product change request from supplier.

