

Supplier Manufacturing Change Request Form		KEG Log Number (KEG use only): _____
		Page Number (KEG use only): 1 of _____
Attention Supplier: The following sections are to be completed in their entirety.		
Requested By: (Name 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)	KEG Purchasing Contact: (Name of KEG purchasing contact responsible for affected part(s))	
KEG Part Number(s) & Description(s): (Affected KEG 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 KEG 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)		
Description of Change: (A brief description of the change being implemented)		Supplier Log Number: (Reference number within the supplier's system associated with the SMCR submittal)
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. KEG 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? <input type="checkbox"/> No <input type="checkbox"/> 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?)		Is change reversible? <input type="checkbox"/> No <input type="checkbox"/> 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? <input type="checkbox"/> No <input type="checkbox"/> Yes (if YES, describe in detail) (If YES is indicated, a detailed explanation of the impact is required.)		
SMCR Status (KEG use only)		
SMCR final status is: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected for:		
SMCR follow up status is: <input type="checkbox"/> Reversible change requires additional action to be approved <input type="checkbox"/> Non-reversible change requires additional action to be approved <input type="checkbox"/> 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 KEG 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 KEG, 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 (KEG 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 : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/A	Sample submission of _____ parts	KEG customer approval required? <input type="checkbox"/> No <input type="checkbox"/> Yes
KEG assembly level testing required? <input type="checkbox"/> No <input type="checkbox"/> Yes	Non-reversible change, requires plan to bridge production requirements? <input type="checkbox"/> No <input type="checkbox"/> Yes	
AEC testing and test results required? <input type="checkbox"/> No <input type="checkbox"/> Yes	Completion and submittal of test data(DVPR)? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does Change have ELV implications? <input type="checkbox"/> No <input type="checkbox"/> Yes	Does KEG Customer need to be notified regarding ELV condition? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Additional Requirements:		
Changed Material Tracking Information (To be completed after approval)		
Effective Date Code(s): (Date Code of first shipment of changed material)	Material Ship Date: (Ship date of first shipment of changed material)	
Effective Lot Number : (Lot Number 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.)	