

Others / Suppliers

SCHAEFFLER

Supplier modification request or request for special release

S 296001-3

Product-/Process modification

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Lieferanten Änderungsantrag oder Antrag auf Sonderfreigabe; Produkt-/Prozessänderung

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Revisions

Compared to the edition S 296001-3 dated 2010-07-21, the following revisions have been made:

Complete revision

New template for special release request and change request with adaptation to SAP fields and ECV

Continued on pp. 2 - 5

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1 Summary

1.1 Area of application

This standard is to be applied by all suppliers in the event of a deviation or change, unless Schaeffler (customer) explicitly waives this in writing.

After PPAP-Release [Production Part Approval] any change of product, production process, material, tooling or production location (movement on same location or different location), even at sub-suppliers, are only permissible with the prior formal approval of the customer (Schaeffler).

For this purpose, the supplier must inform the contact person at Schaeffler indicated on the order in time and with the corresponding application form (see Appendix 1) about intended changes.

If the supplier has a template with the same content, he can request its use from Schaeffler in writing.

1.2 Purpose

This procedure is intended to ensure that the supplier coordinates changes to the product, the manufacturing process, tools or production location (relocation) or deviations from drawings or specifications with Schaeffler at an early stage. This also applies to changes at its sub-suppliers.

1.3 Document responsibility

Purchasing and Supplier Management.

2 Definition

2.1 Product change

Product changes are changes to the specification of the product (product drawing, technical delivery conditions, Schaeffler standard, ...) which are in use permanently after been introduced.

2.2 Process change

When after the PPAP release an alteration to the production process is used without deviation to the specification, then this is defined as process change.

For Example:

- relocation of production
- using a different supplier for input material
- using a different production machine
- change in production sequence

- change in production technology
- changed tooling (only form giving tools as moulding, forging, ...)
- changed Inspection process, changed Inspection frequency.

2.3 Special release

If the deviation will only be in use for a limited time, this requires a „special release“. Reasons for a special release can be:

- Products out of specification limits
- using alternative gauges
- using alternative packaging
- using a different production unit
- using a different supplier

This means that a special release can be given for already produced parts and/or parts which will be produced in future.

2.4 Self-notification

If the supplier only detects defects after delivery of the goods and informs Schaeffler of these defective parts before the defect is detected by Schaeffler, this is considered as self-reporting by Schaeffler and is not taken into account negatively in the supplier evaluation.

3 Procedure

The application is made by sending in the completed form (Annex 1 or Annex 1 and 2). It is preferable to use a file in Office format (Word / Excel), as this allows the contents to be transferred to Schaeffler's internal software. A manual signature on this form is not required, the submission of an application by a representative of the supplier is understood as sufficient authorisation.

3.1 Request a product change

If the supplier wishes to make changes to the specification, a product change must be applied for. Furthermore, the supplier must define suitable measures for the introduction of the product change, specifying the responsible persons and dates, and attach them to the application. Only after checking the effect of these changes and approval by the responsible Schaeffler departments may the supplier introduce the changes. Schaeffler's approval must be received by the supplier in written or electronic form before the change is introduced. With the introduction of the change, PPAP must be carried out in accordance with S 296001-2

3.2 Production transfer

A planned relocation must be notified in time and in advance by the supplier to the contact person at Schaeffler stated on the order with the application for change approval / special release (Appendix 1) and, for the presentation of his relocation planning, additionally with the relocation checklist, Phase 1 - Project Preparation (see S 296001-3, Appendix 2). After Schaeffler has checked the application and the checklist, the supplier will be informed of the decision and, if change approval has been granted, of the further procedure.

3.3 Process change

If the supplier wishes to make permanent changes to the process, these must be described in detail before implementation and applied for using the application according to Appendix 1. After Schaeffler has checked the application and the checklist, the supplier will be informed of the decision and, if change approval has been granted, of the further procedure.

3.4 Special release

A special release is to be understood as a time-limited deviation from the target state. A special release can also be requested for the period until the introduction of a requested change.

In the event of a deviation from the drawing or specification, a special release must be obtained from the contact person at Schaeffler indicated on the order before the product is delivered to Schaeffler.

This also applies if there is to be a short-term deviation from the approved series process, e.g. use of an alternative process or machine.

When applying for a special release, the reason for the occurrence of this deviation shall be stated.

In order to correct the deviation(s), the supplier shall plan suitable corrective measures and list them in the application with responsibilities and deadlines.

Cause and corrective action can also be taken by using an 8-D report attached to the application (see S 296001-4).

Depending on the circumstances, a special release is limited either to a specific delivery period or to a specific delivery quantity / lot size. The implementation period of the defined corrective measures also serves to define this limit.

Before delivery of the relevant products, the supplier must have received Schaeffler's approval in written or electronic form. The parts concerned should be separated from other parts and being specially marked. For this purpose, a copy of the special release must be enclosed with the delivery documents and additionally visibly affixed to the packaging units.

Delivery of defect parts without an approved special release will cause a supplier claim, which is influencing the supplier evaluation.

3.5 Self-notification

If the supplier discovers deviations from the agreed scope of delivery after delivery of the goods to Schaeffler, the supplier shall inform Schaeffler thereof immediately (informally).

Schaeffler will issue a complaint to collect all additional effort caused by this problem.

This complaint will not have a negative influence on the supplier evaluation. Nevertheless, the supplier will be charged with the additional costs.

It is necessary to provide information on the cause and the planned corrective measures also in the case of a self-disclosure.

Other applicable and cited standards and documents

S 296001-2	Quality Assurance Agreement with Production Material Suppliers; Production Process and Product Release Procedure
S 296001-4	Quality Assurance Agreement with Production Material Suppliers; Processing of Concerns

Appendices

Appendix 1	Request for modification approval
Appendix 2	Checklist for production transfers

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The latest German-language version of this standard will always be taken as authoritative.