

SECTION 1: GENERAL DATA			
Watlow Part Number/ Rev:		Supplier Name	
Part Description:		Control Level: (1-4)	
Submission Type	<input type="checkbox"/> Notification <input type="checkbox"/> Approval	Watlow Buyer Name	
P/N sold to which Watlow sites?	<input type="checkbox"/> Columbia <input type="checkbox"/> Hannibal <input type="checkbox"/> Houston <input type="checkbox"/> Jiading <input type="checkbox"/> Mexico <input type="checkbox"/> Richmond <input type="checkbox"/> San Jose <input type="checkbox"/> Singapore <input type="checkbox"/> Saint Louis <input type="checkbox"/> Winona		
SECTION 2: REASON FOR CHANGE REQUEST (Select All That Apply)			
<input type="checkbox"/> Design Change	<input type="checkbox"/> Equipment/Tooling Change	<input type="checkbox"/> Correction of Discrepancy	
<input type="checkbox"/> Material Change	<input type="checkbox"/> Process Change/Sequence	<input type="checkbox"/> New/different Sub-Tier	
<input type="checkbox"/> Manufacturing moves	<input type="checkbox"/> End of Life, Obsolescence	<input type="checkbox"/> Other:	
SECTION 3: DESCRIPTION OF CHANGE (Add attachments as necessary)			
Define both the current state of the part/process versus the proposed state of the part/process			
Schedule	Pre-change inventory available: <input type="text"/> pcs	Last time buy available? YES <input type="checkbox"/> NO <input type="checkbox"/>	
	First run post change date <input type="text"/>	First run post change Lot# <input type="text"/>	
Supplier Change Team: Name / Contact info	Primary Contact: Quality Contact: Technical Contact:		
SECTION 4: SUPPORTING DOCUMENTATION			
<input type="checkbox"/> Process Flow Diagram	<input type="checkbox"/> Gage R&R	<input type="checkbox"/> Reliability/Performance Test Data	
<input type="checkbox"/> DFMEA	<input type="checkbox"/> Process Capability (Cpk)	<input type="checkbox"/> Material Certification	
<input type="checkbox"/> PFMEA	<input type="checkbox"/> Work Instructions	<input type="checkbox"/> Technical Data Sheets	
<input type="checkbox"/> Control Plan	<input type="checkbox"/> Sample Parts	<input type="checkbox"/> Redlines (instructions, drawings, etc.)	
<input type="checkbox"/> FAI report	<input type="checkbox"/> PPAP	<input type="checkbox"/> Sub tier qualification audit	
<input type="checkbox"/> Other – Specify:	<input type="checkbox"/> 5M+E Before/After	<input type="checkbox"/> Customer Submittal Package	
SECTION 5: WATLOW CHANGE CONTROL REVIEW AND APPROVAL			
<input type="checkbox"/> Accept –	<input type="checkbox"/> Reject Change Request (list reason below) <input type="checkbox"/> Reject with additional data required - Resubmit		
Site Quality Manager Name (Printed):	Site Quality Manager Signature:	Date:	

RECORD TO BE FILED AND MAINTAINED BY THE PURCHASING DEPARTMENT.

Watlow Proprietary Information