

Process change request

To		Issue number
		Date of issue
Reason of the request		
Item number	Issued by	
Item	General Manager	
Material	Manager	
Reason of the request (check the applicable box) (1) Change manufacturing equipment(s) (2) Change production process (3) Change JIG fixture(s)/tools (4) Secondary supplier change (5) Others	Assistant Manager	
	Person in charge	
	Name of company	
Change of the contents (check the applicable box) (1) Introduce new equipment (welding/machining/assembly etc...) (2) Replace current equipment (3) Repair current equipment (4) Equipment stopped due to unexpected matter (5) Change the location of current equipment (6) Change production process (e.g. welding/machining) (7) Change program of machining/robot welding etc... (8) Change JIG fixtures/tools (9) Secondary supplier change (10) Change the manufacturing location (11) Others		
Requirements for quality assurance (Explain a plan and result of quality inspection with data)		
Identification of changed product Deliver the product with initial parts inspection results after Year / Month / Day		Requested date of approval Year / Month / Day
Approval		
First judgment Check the applicable box(es) after preparing required material from the reason of declaration. (1) Picture(s) of new equipment name (2) QC process sheet (3) Picture(s) of JIG fixture(s) (4) If there is parts provided by secondary supplier (5) If there is parts provided by overseas supplier (6) Inspection equipment/fixture (7) Responsible person for quality in your company (8) Work process sheet (9) Inspection standard (10) Inspection check sheet	Advise	Related department General Manager Manager Assistant Manager Person in charge
	First judgment Process change Approve or Disapprove	Parts Inspection section Quality Assurance department General Manager Manager Assistant Manager/Director of the center Person in charge
Reason of the first judgment		
Final judgment Check the applicable box(es) after preparing required material from the reason of declaration. (1) Appropriate material are provided (above-mentioned) (2) Quality record of first product(s)	Final judgment Process change Approve or Disapprove	Parts Inspection section Quality Assurance department General Manager Manager Assistant Manager/Director of the center Person in charge
	Reason of the final judgment	