|  |  |
| --- | --- |
| **Request for**(please select) |  **Permit number**       |
|  [ ]  **Change Request** |  [ ]  **Special Release / Deviation permit** |
|  [ ]  **Process** |  [ ]  **product feature(s)** |
|  [ ]  **Tool** |  [ ]  **Others** |            |
|  [ ]  **Production site** |  |
|  |
| **Customer / Approver** | **Supplier (external / internal)** |
|       |            |
| drawing number |            | drawing number  |            | delivery quantity  |            |
| change status |            | change status  |            | Batch  |            |
| description |            | description |            | other |            |
| item number |            |  |       | affected quantity |        |
| **Reason for request deviation permit / changes:**                |
| Requester |            | Phone  |             | Date  |              | Signature |         |
| Note:This approval does not absolve the supplier in any way from his contractual obligation to achieve all of the features or product characteristics that are unaffected by this *Modification Approval* or *Special Release* and which are defined in the design requirements/specifications and/or have been achieved by samples which have been tested and approved previously. The supplier bears responsibility for the requested modification approvals and special releases if they have a negative influence on the function and/or on the characteristics of the originally approved product. |
|  |
| **To be completed by the customer:** |
| Customer reference number |              |  |
| **decision** |
| [ ]  Permition granted under following  conditions |  |  [ ]  declined |
|  |[ ]  Till date |              |  |  |
|  |[ ]  quantity |              |  |  |
|  |[ ]  Batch no.  |              |   |  |
|  |
| **Terms for further procedure:**               |
| **Information required for another site?** [ ]  No [ ]  Yes -> [ ]  done  |
| **Releasing site** (\*required field) | **Name** | **Date** | **Phone** | **Signature** |
| Sales\* |              |              |              |  |
| Quality management\* |              |              |              |  |
| Production\* |              |              |              |  |
| Project management (pre SOP)\* |              |              |              |  |
| Development\* |              |              |              |  |
| Customer |       |       |       |  |
|  |       |       |       |  |

|  |
| --- |
| **Risk assessment** |
|

|  |
| --- |
|  |

 Effort and risk (costs, resources, complexity..)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Info:** Tendentially high effort:- Duration> 4 months- Total cost> 4500 euro- high need for coordination  between departments- many foreign locations affect ed- Complete sampling required- many sub-assemblies affected- many tests and experiments neededTendentially high benefit:- Customer demands it- Complaints are served- Errors are eliminated- Cost savings high- Assembly line is relieved- Quality defect is turned offTendentially high risk:-any new concept-any innovative / more patents- no backup (e.g. by tools) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **high** |   |   |   |   |   |   |
|  |  | **5** |  |   |   |   |   |   |   |
|  |  | **4** |  |   |   |   |   |   |   |
|  |  | **3** |  |   |   |   |   |   |   |
|  |  | **2** |  |   |   |   |   |   |   |
|  |  | **low** |  |   |   |   |   |   |
|  |  |  |  | **high** | **2** |  | **3** |  | **4** |  | **5** |  | **low** |
|  |  |  |  |  |  |  |  |  |  | benefit

|  |
| --- |
|  |

 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |   |   | = Low risk due to deviation permission (if alternative process is used, enter RPZ from process FMEA) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |   |   | = Medium risk due to deviation permission (coordination with department leader or management) |
|  |  |  |  |
|  |  |   |   | = Do not give away permission or only with business management release. |

**Assemble and functional check (assessment through work preparation and development)**Yes [ ]  No [ ]  with restrictions [ ]  Explanation: Klicken oder tippen Sie hier, um Text einzugeben.Name and signature of executing person: Klicken oder tippen Sie hier, um Text einzugeben.

|  |
| --- |
| **Risk assessment team:** |
| **Name** | **Department** | **Phone** |
|       |       |       |
|       |       |       |
|       |       |       |

 |
| **Presentation of the deviation (description or picture):** |
|       |
| **Information forwarded to QM (****ERG\_Bereich\_ts-tqm@mekra.de****) through:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Department** | **Phone** |
| Klicken oder tippen Sie hier, um Text einzugeben. | Klicken oder tippen Sie hier, um Text einzugeben. | Klicken oder tippen Sie hier, um Text einzugeben. |

**Q-report created by:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone** | **Number of report** |
| Klicken oder tippen Sie hier, um Text einzugeben. | Klicken oder tippen Sie hier, um Text einzugeben. | Klicken oder tippen Sie hier, um Text einzugeben. |

 |

* **parts affected by the deviation. Deliveries are to be clearly marked**
* **A detailed Charge traceability must be ensured at all times**
* **Copy of the special release in the material master SAP**