|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | |  | | | | | |  | | | | |  | | | | |  | |
|  | | | |  | | | | | |  | | | | |  | | | | |  | |

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| --- |
| **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 needed  Tendentially high benefit: - Customer demands it  - Complaints are served  - Errors are eliminated  - Cost savings high  - Assembly line is relieved  - Quality defect is turned off  Tendentially 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**](mailto: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**