



Supplier Change Request (SCR) Form



Supplier to ensure this section is complete
FNM & Supplier use
FNM Use Only

Supplier Information		Supplier Change Notification Number	
Supplier Name		Supplier Control Number	
Supplier Number/Location		Need FNM's Response By	
Supplier Issuer/Date		Proposed Production Parts Ship Date	
Supplier Approval/Date		Sample Size	
Part Information			
Component Part Number		Part Name	
Complete Part Number		Part Name	
Engineering Change or Manufacturing Process Change Information			
New E/C or P/C Number:		Existing/Previous E/C or P/C Number	
Design/Drawing Change		Machine Change	
New Supplier, Supplier Location		Jig/Tool Change	
Material Change		Die/Mold Change	
Manufacturing Method Change		Inspection Method / Gage Change	
Manufacturing Process Order Change		Packaging and Labeling	
		Quality Documents Revised	OCS WI AIE
How Changed - Was and To Be (Detailed Description/Sketch)			
FNM's Quality Confirmation Requirements			
Full First Article		Limit Sample	Gage R&R Study
Delta First Article		Copy of Current Drawing	Process Capability Results
Sample Parts		Inspection Data	Production Trial Parts
Is/Was Matrix		Part Submission Target Date	
Product/Quality Engineering Functional Test - Test Start Date		Production Effective Date	
Comments			
Supplier Change Request Requirements Approval Section			
Requirement Approval		FNM SQE / Date	FNM Product/Quality Engineer or Quality Manager/Date
Accept	Reject	FNM Buyer / Date (required for location changes and changes with commercial impact)	
Supplier Change Request Quality Confirmation Approval Section			
Quality Confirmation		FNM SQE / Date	FNM Product/Quality Engineer or Quality Manager/Date
Pass	Fail		

Applicable X All
X All Applicable

1. When submitting this request the supplier includes a quality confirmation plan and schedule.
2. First shipment after approval must be tagged and reference the SCR number
4. Any parts received by FNM which require SCR approval that have not been approved will be considered non-conforming and will be charged back to the supplier through the MRB process

Parts are not to be shipped until FNM has officially notified supplier the SCR is approved.
Approved SCR has SCR#, Pass circled and both FNM approval signatures.



Is/Was Matrix



Process/Material/Equipment/Control Plan	Current	New	Changed? (Y/N)	Define differences	Why different?	Risk
Examples:						
Solder mask application	Waterfall	Screen Print	Yes	Higher viscosity of solder mask	Required for squeegee method	Plugged vias
PCB material	FR4	FR4	No			
PCB Finish	OSP	OSP	No			
Minimum Drill hole size	.3mm	.25mm	Yes	.05mm reduction	greater margin for solder mask	finish hole meets specification