



SUPPLIER PROPOSED CHANGE REQUEST (SPCR)

NO. _____

Approval of this SPCR means that all comments/conditions need to be met before supplier can implement the change

Linamar Facility _____

Submission Date _____

SUPPLIER TO COMPLETE			
SUPPLIER NAME AND ADDRESS			
LINAMAR AND/OR SUPPLIER PART NAME AND PART NUMBER OF ASSEMBLY AND ITS COMPONENTS			
DESCRIPTION OF CHANGE: <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY – DURATION: _____ PCS OR LENGTH OF TIME _____ <input type="checkbox"/> DESIGN <input type="checkbox"/> COMPOSITION <input type="checkbox"/> SUB-SUPPLIER <input type="checkbox"/> PROCESSING			
REASON FOR CHANGE (In addition to reason description, supplier to also include details/pictures of product in current state vs. details/pictures of the product after the proposed change):			
EFFECT OF CHANGE (Headcount, Cost per Unit, Plant Layout, Process Flow, Sub-suppliers/contractors affected, etc):			
TIME REQ'D TO INCORPORATE CHANGE AFTER APPROVAL _____ Name and email of approver: _____ SIGNATURE _____ SUPPLIER REPRESENTATIVE		TOOLING OR FACILITY CHANGES REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COST EFFECT \$ _____ PIECE COST AFFECTED <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COST EFFECT \$ _____	
WILL INCORPORATION OF CHANGE AFFECT SHIPPING SCHEDULE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
LINAMAR PRODUCT ENGINEERING TO COMPLETE INFO BELOW:			
<input type="checkbox"/> APPROVED* <input type="checkbox"/> RELEASE ACTION REQ'D, NOTICE #		<input type="checkbox"/> REJECTED	
SIGNATURE _____	DATE _____	Name and title of the approver: _____	Email: _____
Product Engineering comments related to conditions supplier needs to meet before change can be implemented:			
LINAMAR PURCHASING TO COMPLETE INFO BELOW:			
<input type="checkbox"/> APPROVED* <input type="checkbox"/> REJECTED			
SIGNATURE _____	DATE _____	Name and title of the approver: _____	Email: _____
Purchasing comments related to conditions supplier needs to meet before change can be implemented:			
LINAMAR PLANT (Quality Dept. Mgr.) TO COMPLETE INFO BELOW:			
<input type="checkbox"/> APPROVED* <input type="checkbox"/> REJECTED			
SIGNATURE _____	DATE _____	Name and title of the approver: _____	Email: _____
Linamar Plant comments related to conditions supplier needs to meet before change can be implemented:			

All Changes to PPAP processes affecting Man, Machine, Materials, Measurement or Methodology must be submitted to Linamar in advance for approval prior to making changes. Verbal approvals from any Linamar representative or approvals in any form from downstream Linamar customers DO NOT SATISFY this requirement. Only requests submitted and responded to in writing to Linamar Purchasing will be considered to be in compliance with this requirement. Seller accepts full responsibility for the changes or types of changes listed above; and should such changes result in less satisfactory performance than experienced with the originally approved item, Seller will fully reimburse the Buyer for all expenses incurred to correct the deficiency.