|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MTU | **Change Request no.:** | | |  | | | | | | | |  | | | | | | |
| *To be completed by qualification office* | | | | | | | | | | | | | | |
| Supplier: | Interchangeability (form / fit / function) YES  Interchangeability (form / fit / function) NO  Quality problems exist / known  No quality problems exist / known | | | | | | | | | | | | | | | | | |
| **Type of change:** *Check box as appropriate* | | Relocation of production | | | | | | | | | | | | | | | |
| Change in component specification required (engineering change) | | | | | | | | | | | | | | | |
| ☐ Change requested by sub-supplier | | | | | | | | | | | | | | | |
| Change to test procedure/equipment | | | | | | | | | | | | | | | |
| Change to production methods, processes\* or material (also of sub-supplier) | | | | | | | | | | | | | | | |
| *\*incl. replacement of or changes to molds, tools, jigs or fixtures* | | | | | | | | | | | | | | | |
| miscellaneous | | | | |  | | | | | | | | | |  | |
| Supplier: | **Supplier:** | | | | |  | | | | | | | **Supplier no.** | | |  | | |
| **Zip Code:** | | | | |  | **Location:** | | | | | | **Street:** | | | | | |
| **Supplier contact:** | | | | |  | | | | | | | **Phone:** | |  | | | |
| **E-Mail address:** | | | | |  | | | | | | | **Date:** | |  | | | |
| **Point of contact at MTU:** | | | | |  | | | | | | | | | | | | |
| Supplier:  Supplier: |  | **MTU Material number:** | | | **Description:** | | | | | **Plant D/US/...** | **Series** | | | **Supplied quantity**  **(in last 5 years):** | | | **Planned implementation:** | |
| **1** |  | | |  | | | | |  |  | | |  | | |  | |
| **2** |  | | |  | | | | |  |  | | |  | | |  | |
| **3** |  | | |  | | | | |  |  | | |  | | |  | |
| **4** |  | | |  | | | | |  |  | | |  | | |  | |
| **5** |  | | |  | | | | |  |  | | |  | | |  | |
| *If there are more than 5 material numbers, please add an* ***Excel List.*** | | | | | | | | | | | | Excel list attached? Yes No | | | | | |
| Supplier: | **Details of change** *(attach pictures and/or presentation as appropriate*) | | | | | | | | | | | | | | | | | |
| Problem description / reason / proposed solution?  (Provide before/after description of change + implementation proposal) | | | | | | | |  | | | | | | | | | |
| Cost of the change to the supplier  (e.g. model changes, implementation effort, etc.) | | | | | | | |  | | | | | | | | | |
| Impact on cost for MTU (price reduction?) | | | | | | | |  | | | | | | | | | |
| Supplier:  Supplier: | **Assessment of risk** | | | | | | | | | | | | | | | | | |
| Description/impact of risk: *(e.g. inadequate process stability)* | | | | | | | |  | | | | | | | | | |
| Degree of risk (low/average/high): *(e.g. small because same machine and process is used)* | | | | | | | |  | | | | | | | | | |
| Suggestions for prevention / qualification of change made by supplier? *(e.g.proof of feasibility with sample inspection; component example)* | | | | | | | |  | | | | | | | | | |
| Urgency: (low/medium/high) | | | | | | | |  | | | | | | | | | |
| How will quality and further delivery be assured until the client accepts/rejects the change request? *(stockpiling, etc.)* | | | | | | | |  | | | | | | | | | |
| How will the traceability of the change be assured? *(e.g. serial number, delivery batch etc.)* | | | | | | | |  | | | | | | | | | |
| What is the back-up/alternative to this change? | | | | | | | |  | | | | | | | | | |
| MTU | Interchangeability (form / fit / function) YES  Interchangeability (form / fit / function) NO  Quality problems exist / known  If yes, FiRe / QD / QL no.  No quality problems exist / known  *To be completed by component owner* | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **To be completed by the MTU** | | | | | |
| Qualification / Validation: *(See below for explanations)* |  |  |  |  |  |
| Change request rejected | Sample inspection with cover sheet  **without** component (for information only) | Sample inspection with cover sheet and test results | Complete initial sample inspection as per MTQ 5003 | Complete initial sample inspection as per MTQ 5003 + further qualifications specified by MTU |
| Note: |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MTU distribution: (if no spec. change) | MTU Purchasing1 | MTU qualification of series production approved components2 | MTU Component Manager in R&D3 | MTU Purchasing (communication to supplier) |
| Date: |  |  |  |  |
| Name: |  |  |  |  |
| Org. Unit: |  |  |  |  |

**1 Data checked for completeness and plausibility, and no spec. change required**

**2 Scope of qualification plausible, numbers for qualification created.**

**3 Check conducted on whether field problems or other quality problems exist**

**Important information on change request**

The fully completed application must be sent to [the](mailto:reklamation@mtu-online.com) MTU-buyer responsible for the component.

The requests are subject to quality assurance standard MTQ 5003 *(link below).*

If the “Change in component specification” checkbox is selected, an internal CR will be created by MTU Purchasing (engineering change request) attached to this document.

The change request must be sent as a Word document (no signature required).

Client reserves the right to charge processing and documentation costs in accordance with MTQ 5003.

**Download link to Client documents & forms:** [**www.mtu-solutions.com/eu/en/contact/purchasing/supplier-downloads.html**](https://www.mtu-solutions.com/eu/en/contact/purchasing/supplier-downloads.html)

Explanation of MTU qualification results:

* **Change request rejected**  
  Change is not permitted. Consultation on further procedure must be held.
* **Sample inspection with cover sheet without component (for information only)** *-> (for cover sheet template, use link above)*  
  **Requirements:**
  + The supplier shall ensure that the component specification is complied with unchanged.
  + The supplier must ensure that the change is in accordance with the Quality Assurance Agreement (QSV) –

also applicable for any sub-suppliers.

* + The change must be validated and approved by the supplier and has to be documented.

The documentation shall be made available to MTU on request.

* + Notification to MTU when the change is implemented.  
    Sampling via cover sheet (with max. 5 material numbers per cover sheet) without order/component via

one PDF document (per cover sheet) consisting of:  
**MTU cover sheet, coordinated change request, other documents (optional).**

The documents should be sent unsolicited via e-mail to the following address - [Kundentheke-tpmw@ps.rolls-royce.com](mailto:Kundentheke-tpmw@ps.rolls-royce.com) –

in copy to the responsible buyer!

* + MTU takes note of the change by signing the cover sheet without component inspection and sends

information to the supplier.

* **Sample inspection with Cover Sheet and test results** *-> For Cover Sheet + test results template see above link.*  
  Unless otherwise specified, only the change is to be sampled.
* **Complete initial sample inspection as per MTQ 5003** *-> Cover Sheet + test results + drawing with client stamp etc. (see link above)*:

Unless otherwise specified, a complete initial sample inspection is to be carried out.

* **Complete initial sampling as per MTQ 5003 + further qualification by MTU**  
  See previous description and further qualification specified by the MTU.

**Several material numbers:**   
Where more than one material number is involved, a **complete initial sample** or **sampling of the change** of one specimen may be sufficient. If this is specified, this must be agreed with the MTU purchasing department. Once the initial sample has been released, the procedure for all other material numbers can be as per the above process "Sampling with Cover Sheet Without Component".