

Doc. No.	<b>QA-W-702</b>
Title:	Control of Product/Process Changes from Suppliers
Revision Date:	3/23/11
Doc. Owner:	J. Prince, Sr. Quality Engineer
Doc. Approvers	S. Werner, Corporate Procurement Manager R. Bernhardt, Quality Assurance Manager

## 1.0 Purpose & Scope

- 1.1** This document explains how suppliers are to properly identify product and packaging as a result of product / processes changes, prior to shipment to SRCTec.
- 1.2** This applies to product that has a direct impact on customer deliverables.

## 2.0 Definitions

Word	Definition
Change Alert	<ul style="list-style-type: none"> <li>• These parts <b>are</b> intended to be released to current production builds at SRCTec.</li> <li>• These parts comply with the latest released SRC/SRCTec drawing.</li> </ul>
Engineering Change Alert	<ul style="list-style-type: none"> <li>• These parts <b>are not</b> intended to be released to current production builds at SRCTec.</li> <li>• These parts may or may not comply with the latest released SRC/SRCTec drawing.</li> </ul>

### 3.0 Instruction

The supplier shall properly identify the shipment in accordance with this document as directed by SRCTec. Do not mix with regular shipments.

#### 3.1 Color Schemes and Product Identification

##### 3.1.1 Change Alert: Orange Label & Green Dot

**NOTE: These parts are intended to be released to current production builds at SRCTec.**

- 3.1.1.1 Use Change Alert Form for container marking (orange form).
- 3.1.1.2 Product shall be marked with a green dot (Ref. Figure 1).



Figure 1

#### 3.2 Shipping Container Identification

The supplier shall print the appropriate form in color or on the appropriate colored paper (Ref. Figure 2). ([Click form to download Change Alert](#))

CHANGE ALERT

**To be filled out by the Supplier**

Directions: Print in color or on Orange paper and place on 2 sides on the outside of the shipment

Date that change impacted SRCTec product: \_\_\_\_\_  
 Attention SRCTec employee name: \_\_\_\_\_  
 Sent from Supplier employee name: \_\_\_\_\_

**DESCRIPTION OF CHANGE:**


Part Number \_\_\_\_\_ Rev Level \_\_\_\_\_  
 Part Name \_\_\_\_\_  
 PO# / SCAR # \_\_\_\_\_  
(place number on line )

SUPPLIER SIGNATURE \_\_\_\_\_

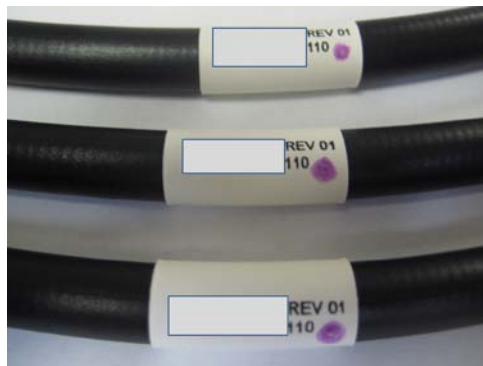
**Figure 2**

- 3.2.1 The supplier shall place the colored form on **two sides** of each shipping container within the shipment (Ref. Figure 3). The labels must face the outside of the container.

**Figure 3****3.2.2 Engineering Change Alert: PURPLE Label and Purple Dot**

**NOTE:** These parts are **NOT** intended to be released to current production builds at SRCTec.

- 3.2.2.1 Use Engineering Change Alert Form for container marking (purple form).
- 3.2.2.2 Product shall be marked with a purple dot (Ref. Figure 4).

**Figure 4**

3.2.2.3 Additional or subsequent products that require differentiation from the purple-dot samples shall bear a similar or additional dot in a color designated by SRCTec.  
 The supplier shall print the appropriate form in color or on the appropriate colored paper (Ref. Figure 5). ([Click form to download Engineering Change Alert](#)).

**ENGINEERING CHANGE ALERT**

**To be filled out by the Supplier**  
Directions: Print in color or on Purple paper and place on 2 sides on the outside of the shipment

Date that change impacted SRCTec product: \_\_\_\_\_  
 Attention SRCTec employee name: \_\_\_\_\_  
 Sent from Supplier employee name: \_\_\_\_\_

**DESCRIPTION OF CHANGE:**


Part Number \_\_\_\_\_ Rev Level \_\_\_\_\_  
 Part Name \_\_\_\_\_  
 PO# / SCAR # \_\_\_\_\_  
(place number on line )

SUPPLIER SIGNATURE \_\_\_\_\_

**Figure 5**

3.2.3 The supplier shall place the colored form on **two sides** of each shipping container within the shipment (Ref. Figure 6). The labels must face the outside of the container.



**Figure 6**

## 4.0 Records

Record Title	Record Owner	Retention Location	Retention Period (yrs)	Disposition
N/A	N/A	N/A	N/A	N/A

### Changes from Last Revision Dated: Initial Release

Paragraph No.	Description of Changes
Initial Release	Training Required New Document / Process