Modification Approval / Special Release

# Purpose

The aim of this procedure is to ensure that the supplier agrees changes to products, processes, tooling or production site (transfer), or deviations from drawings or specifications, with the customer at an early stage. This also applies to changes involving his subcontractors.

# Procedure

* 1. **Modification approval**

Once initial samples have been released, changes to products, processes, materials, tooling or production sites (footprint or site transfer) are only permissible once formal approval has been obtained from the customer. This also applies to subcontractors.

To this end, the supplier is responsible for informing the customer contact indicated on the order of any intended changes in good time, using the corresponding application form (see *QAA /   
S 296001 Part 3 - Modification Approval / Special Release, Appendix 1*).

The supplier must also define suitable measures, stating the persons responsible and the relevant deadlines, and include this information with the application. The supplier may only introduce the changes once the relevant technical department at the customer's premises has reviewed the effects of the changes and issued an approval.

The supplier must receive notification of the customer’s approval in written or electronic form. Initial mass production sampling to *QAA / S 296001 Part 2 - Production Process and Product Release Procedure* is required upon introducing the change.

* 1. **Production site transfer**

The supplier must notify the customer’s relevant Lead Buyer of a planned site transfer well in advance by submitting the *Application for Modification Approval / Special Release (Appendix 1)*, as well as the *Checklist for Production Transfer*, *Phase 1 - Transfer Planning* (see *QAA /   
S 296001 Part 3 - Modification Approval / Special Release, Appendix 2*) as an introduction to his transfer plan.

Once the customer has checked the application and the *Checklist*, the supplier is notified of the decision and, in the event that modification approval is granted, of a subsequent course of action.

* 1. **Special release**

In the event of a deviation from a drawing or specification, a special release must be obtained via the customer contact stated in the order before delivering the product to the customer.

This also applies if there is to be a short-term deviation from the approved mass production process, e.g. use of a different process or a different machine. In order to correct the deviation(s), the supplier must define suitable measures, stating the persons responsible and the relevant deadlines, in the form of an 8D Report (see *QAA / S 296001 Part 4 - Complaint Processing*). The 8D Report must be included with the *Application for Modification Approval / Special Release (Appendix 1)*.

Depending on the circumstances, a special release is either restricted to a defined delivery period or a defined delivery quantity / batch size. This is specified by the customer in the *application*.

The supplier must receive notification of the customer’s release in written or electronic form before delivering the relevant products. The affected products must be kept separate from parts which conform to the relevant specifications and marked accordingly. A copy of the customer’s special release must be included with the delivery papers and also applied to the packaging units, ensuring that it is clearly visible.

# Applicable documents

**Applicable appendices to S 296001** **Part 3**

(see *www.Schaeffler.com* / *Suppliers* / *Quality* / *Production Material*)

*Appendix 1 Application for Modification Approval / Special Release*

*Appendix 2 Checklist for Production Transfers*