**Reminder:** Per Daikin Applied’s Supplier Operating Manual, we require a minimum of 6 months notice of permanent changes prior to implementation.

**Note:** If there is not enough space for the response, attach supporting documentation (i.e., pictures, drawings) and reference them in the appropriate section. Also, if you have your own change notification format that you use to inform customers, that is acceptable.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section One: Change Notification Information (To be completed by Supplier)** | | | | | | | | | |
| **Supplier Name:** |  | | |  | **Date Submitted:** | |  | | |
| **Supplier Contact:** |  | | |  | **DAA Sourcing Mgr:** | |  | | |
| **Supplier Address:** |  | | | | | | | | |
| **Supplier Phone Number:** |  | | | | | | | | |
| **Daikin Part Number(s)**  **Affected, with corresponding supplier PN(s):**  *Insert rows or attach excel file if you need more room.* | **DAA PN** | **Supplier PN** | | | | | | | |
|  |  | | | | | | | |
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|  |  | | | | | | | |
|  |  | | | | | | | |
| **(double click boxes)**  **Business Units Affected:** | | | | | | | | | |
| AAH – Faribault South, Minnesota | | | MCP – Phoenix, Arizona | | | | | | |
| AAH – Faribault North, Minnesota | | |  | | | | | | |
| AAH – Owattonna, Minessota | | |  | | | | | | |
| Chillers – Staunton, Virginia | | |  | | | | | | |
| ATS – San Luis Potosi, Mexico | | |  | | | | | | |
| **Permanent Change or Temporary Deviation?**  Permament  Temporary  If temporary deviation, how long? | | | | | | | | | |
| **Change Type:**  Part Number  Design (Form, Fit, Function, Material, Reliability)  Tooling and/or Equipment  Supplier Name/Company Ownership Chg.  Manufacturing Process  End of Life  Manufacturing Facility/Site/Location  Calibration/Preventive Maintenance  Supply Base/Sub-Tier Supplier  Packaging/Storage/Labeling  Other | | | | | | | | | |
|  | | |  | | | | | | |
| **Section One: Continued** | | | | | | | | | | | |
| **Change Description:** | | | | | | | | | | | |
| 1. **Reason for Change(s):** | | | | | | | | | | | |
| 1. **Before and After Description:** 2. **Detailed actions and validation plans, including timeline and owners:**  |  |  |  | | --- | --- | --- | | **Action** | **Owner Name** | **Due Date** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | | | | | | | | | |
| 1. **Part-by-Part Cutover plan: R**equired to ensure continuity of supply from before to after implementation. Work with DAA Sourcing Manager if there are any questions. | | | | | | | | | | | |
| **Section Two: To be completed by DAA (see process instructions below)** | | | | | | | | | | | |
| 1. **DAA Meeting Attendees:**  |  |  | | --- | --- | | **NAME** | **TITLE** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | | | | | | | | | | | |
| 1. **Change Notification Assessment:** (double click boxes) | | | | | | | | | | | |
| 1. Is a Supplier Self-Assessment (SSA) required? | | | | | | | YES | | | NO | |
| *Rationale:* | | | | | | | | | | | |
| 1. Is an on-site audit required? | | | | | | | YES | | | NO | |
| *Rationale:* | | | | | | | | | | | |
| 1. Is a PPAP required? | | | | | | | YES | | NO | | |
| *Rationale:* | | | | | | | | | | | |
| 1. Is engineering testing needed? | | | | | | | YES | | NO | | |
| *Rationale:* | | | | | | | | | | | |
| 1. Disposition of existing inventory at Daikin and the Supplier. | | | | | | | Use as is  Scrap  Return to supplier  Rework | | | | |
| *Rationale:* | | | | | | | | | | | |
| 1. What other groups in DAA need to be made aware? (such as Parts in an end of life situation) | | | | | | | Mark any that apply:  Marketing  Operations  Warranty  TRC  Part/Aftermarket | | | | |
| *Rationale:* | | | | | | | | | | | |

**DAA Actions:**

|  |  |  |
| --- | --- | --- |
| **Action** | **Owner** | **Due Date** |
| Engineering route ECR or Deviation\* |  |  |
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\*An ECR must be routed in Agile for permanent changes, and a Deviation must be routed for temporary changes.

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| --- |
| **Section Three: Change Notification Decision** |
| **Based on the assessment and supporting documentation, the change is:** |
| APPROVED |
| REJECTED:  *Provide rationale:* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section Four: Approval Signatures** | | | | | |
| **Daikin Supplier Change Notification Review Completed By:** | | | | | |
| **Product Engineering:** | Name(s) |  |  |  | Date |
| **Supplier Quality:** | Name(s) |  |  |  | Date |
| **Sourcing:** | Name(s) |  |  |  | Date |
| **Additional**  **comments:** |  |  |  |  |  |

**Process Instructions:**

1. A supplier will use this form or their standard form to notify DAA of a change request.  DAA prefers the notification to come through Supplier Quality to drive the review process, with the Buyer and Sourcing Manager copied.
2. Supplier Quality determines which DAA BU’s are affected and asks the appropriate Engineering Managers if they want their team involved in the review process.
3. Supplier Quality will lead the team through the questions in Section 2 above to define the qualification plan.
   1. If engineering is not involved, Supplier Quality will handle the entire SCN form.
   2. If engineering is involved, engineering may submit an ECR.
4. After everything is complete, there is a place for approvals and signatures.

**Revision History**

|  |  |  |
| --- | --- | --- |
| **Revision Date** | **Rev** | **Change Description** |
| 3/10/2020 | A | Initial Release |
| 3/30/2020 | B | Administrative changes to format and verbiage |
| 4/16/2020 | C | Administrative changes to add minimum 6 month notice prior to implementation, and remove Supplier as a required signature. |
| 2/10/2021 | D | Administrative changes to add placeholders for attendance of the DAA planning meeting in Section 2; and re-worded 2.f. |
| 3/19/2021 | E | Added field for submission date.  Added field to select permanent change or short-term deviation.  Added requirement for supplier to provide part-by-part cutover plan.  Added requirement for ECR for permanent changes and a Deviation for temporary changes.  Multiple format changes. |