Subject: Engineering Changes

As an assignment by the Finance Committee an investigation into engineering changes was made. While the assignment is far from complete, this interim report and its acceptance will provide the base from which an effective engineering change system can be developed.

I. Current Conditions

The processing of engineering changes is covered by S.O.P. 22, Change or Assignment Notice, and has the following shortcomings:

A) The S.O.P. does not specifically assign the responsibilities required for an engineering change system.

B) Contains no provisions for engineering changes originating within our own engineering departments.

C) Provides no means for surveying the change for cost and feasibility.

D) Lacks a reviewing authority that would consider all the facts concerning a change before incorporation.

E) The Form used is inadequate, some of the items lacking are:

1. The reason for the change
2. The classification of the change
3. The effective point of the change
4. Tooling disposition.
5. Disposition of WIP on mandatory changes.

II. Engineering Change System Requirements and Provisions

To effectively process and control engineering changes an organization must be established and assigned this responsibility. This organization has two segments:

A) An engineering Change Control Individual - probably - an engineering representative(s). The Individual's function will be to determine if a request for change is worthy of further action; to evaluate the effect of the change in all areas of responsibility; and to approve or reject changes from both a cost and improved product disposition.

B) An engineering change control investigator (by product/plant lines), whom will process engineering change paperwork; insure the correctness and promptness of survey replies to engineering changes; furnish the proper authority with information and act as its communication media and follow-up to insure the timely incorporation of approved engineering changes.

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