The manpower estimate for this area is difficult since an accurate annual count of engineering changes cannot be obtained, plus the functions not now performed. It is considered possible that one person from each, the Oil Seal and Gasket sections, could be assigned this function as an additional duty, at least until such time as the work load can be measured.

III Engineering Change Processing

An engineering change should pass thru four phases of processing and briefly the following accomplished at each phase.

A) Phase I - Request for Change

1. Requestor - In addition to information as to what change is desired, part affected, etc., the "Reason for Change" should be detailed. One or more recommended reasons should be used and amplified, if clarity is necessary. Also special emphasis should be placed on the possible consequences if the change is not made.

2. Change Control Individual Determine if change has merit. When affirmative refer to investigator, if necessary for survey action. Otherwise return to requestor stating reason for rejection.

3. Investigator. Cause all departments affected by the change to be surveyed, assign survey due dates and follow up.

B) Phase II - Survey

The survey should provide, but not be restricted to, the following kinds of information to assist the authority in making its final decision:

1. Estimate of material cost, if material affected.

2. Cost of all new standard and special tools

3. Cost of reworking tools.

4. Total time in calendar days when complete process will be available to production.

5. Production down time, in calendar days, that parts to either the old or new configuration cannot be produced due to rework or tryout of tooling.

6. The effect of the change on part price.

7. Information regarding present inventory and work in process.