

## QAA 3

### Modification Approval / Special Release

Version dated 01.07.2012

#### Purpose

This procedure should ensure that the supplier agrees modifications for products, processes, tools or production site (transfer) or deviations in drawings or specifications early on with the customer. This also applies to modifications for subcontractors.

#### Course of action

##### **Modification approval**

After an initial production sample approval, modifications to the products, processes, materials, tools or production site (holding area or relocation) are only permitted even for subcontractors after formal approval by the customer.

For this purpose, the supplier must inform the customer's contact person stated in the order about the anticipated modifications in good time and with the appropriate application form (see *QAA 3, Appendix 1 – Modification Approval / Special Release*).

Furthermore, the supplier must define appropriate measures, specifying the persons responsible and dates and attach them to the application. The supplier may implement the modifications only after reviewing the impact of these modifications and receiving approval from the competent department of the customer.

The customer release must be submitted to the supplier in written or electronic form. With the introduction of a modification, an initial production sampling according to *QAA 2 – Production Process and Product Release Procedure* must be carried out.

##### **Relocation**

The supplier must notify the customer's purchasing manager of a planned relocation in good time beforehand using the *Application for Modification Approval / Special Release (Appendix 1)*.

After the customer has checked the application, the supplier is informed by the purchasing manager about the decision as well as the further course of action upon issue of a modification approval.

##### **Special release**

In the event of a deviation from the drawings or specifications, a special release should be obtained via the contact person stated in the order before delivery of the product to the customer.

This also applies if it is necessary to deviate at short notice from the approved series production process, e.g. use of an alternate process or an alternate machine. Appropriate measures for the purpose of correcting the deviation(s) should be mapped out by the supplier in the form of an 8D report (see *QAA 4 – Complaint Handling*), specifying the persons responsible and deadlines. The 8D report should be attached to the *Application for Modification Approval / Special Release (Appendix 1)*.

A special release is, depending on the circumstances, limited to a specific delivery period or a specific delivery quantity / batch size. This is specified accordingly by the customer in the *Application*.

Before delivery of the relevant products, the customer release must be submitted to the supplier in written or electronic form. The affected products must be kept separate from parts conforming to specifications and specially labelled. A copy of the customer's special release must be enclosed with the delivery notes for this purpose and also attached visibly to the packaging units.

**Applicable documents**

**Applicable documents for QAA 3**

(see [www.scherzinger.de](http://www.scherzinger.de))

*Appendix 1*

*Request for Modification Approval / Special Release*