

☒ Form

Supplier Process | Material | Sub-Supplier Change / Deviation Request Form

Purpose: To evaluate and approve the risks, costs, and benefits of proposed changes to ODL PPAP approved components prior to implementation of proposed changes in the supplier's facility.

Types of Changes Requiring Prior Approval by ODL: (Check All That Apply)

1. ☐ Supplier Requested Engineering Changes
2. ☐ Tooling: Transfer | Replacement | Refurbishment | Additional
3. ☐ Correction or Discrepancy to Specifications
4. ☐ Tooling Has Been Inactive for More Than One Year
5. ☐ Change to an Improved Process, Construction, or Material
6. ☐ Sub-Supplier Material Sourcing Change
7. ☐ Process or Formula Change at Sub-Supplier
8. ☐ Part to be Produced at a New or Additional Location
9. ☐ Other – Please Specify: _____

Please describe the reason for, nature and extent of the proposed change: _____

Does this change require a deviation from the current specification that was established between you and ODL? ☐ YES ☐ NO Please explain in detail why or why not: _____

Estimated current yearly volume you plan to ship to ODL _____

Your current component / assembly sale price _____

Your proposed new component / assembly sale price _____

Multiply the volume times the difference in sale price _____

How long will it take to implement the proposed change? _____

Supplier, please print your name & title, sign, and date:

Printed Name: _____ Title: _____

Signature: _____ Date: _____

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Department: Purchasing
Authored by: Ken St John
Approved by: Kris Busman

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Approved or Rejected By (circle one): _____

Date: _____ Assigned Log Number: _____

Comments: _____

Rev. Level	Rev. Date	Author	Director / Manager Approval	Reason for update	Doc. Control Approval
IR	10-30-2017	Scott Parish	-	New controlled form	S Murray
A**	03-28-2023	Ken St John	Kris Busman	Minor formatting edits, addition of Change Type #7, addition of NOTE regarding ODL supplier web page updates	T Schauder

**** NOTE:** This document is posted on the ODL supplier web page at <https://www.odl.com/suppliers> and any future revisions must be updated there as soon as it is issued.