

## 1. GENERAL

The Request for Deviation or Process/Design Change Form (F04.9.01-04) is used to obtain approval to depart temporarily from the IMPCO design documentation requirements, or other IMPCO policy/process for a production part, assembly or process change, or to submit for a permanent design or process change.

## 2. INSTRUCTIONS

The following refers to the ballooned form attached. Items 1 thru 10 are to be completed by the originator

1. Enter the name of the originator
2. Enter the originators company (enter 'INTERNAL' if IMPCO generated)
3. Enter originators phone number
4. Enter the date of submission by the originator
5. Check the box if it is for a deviation or process/design change
6. Enter the IMPCO part number or process # affected, along with the drawing number (if applicable) and the revision (always applicable). RFDs for 1<sup>st</sup> article submittals must be submitted with the 1<sup>st</sup> article and follow the first article through the approval process.
7. If applicable enter the WO/PO, quantity or % defective. For supplier submissions this section is mandatory. It must include a count of the quantity shipped to date, and the remaining balance of affected parts must be included with shipment. (This section is only required for deviations).
8. Provide a description of the request, including as much detail as possible. For design change, normally this will require a drawing attachment markup showing request.
9. Describe the reason for the request (i.e. tool wear, process issue, design information conflict or error), cost improvement, improved process change etc.
10. Describe the corrective action taken (for deviations only).

The following are to be completed by IMPCO personnel;

11. Disposition is to be proposed by Engineering (except for parts shortages which are to be proposed by Quality).

### Rejected

- a. This box is checked when the Request has been rejected. Additional comments to be noted in item 12.

### Approved (Deviation)

- b. This box is checked when approved for the purchase order or work order and quantity listed and will expire thereafter
- c. This box is checked when approved for the life of the existing tooling and will expire upon receipt of a new tool first article.
- d. This box is checked when approved for the listed design revision and will remain in place until a new design revision of the part is released by IMPCO.

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- e. This box is checked approved for other cases, and must have a complete description of the approval parameters noted in the disposition comments
- Approved (Permanent Process/Design Change)
- f. This box is checked when the process or design change is approved and no further IMPCO actions are required.
  - g. This box is checked when the process or design change is approved pending documentation (drawings / specifications etc) updates at IMPCO. The change cannot be implemented until the relevant documents are updated / created and released by IMPCO.
12. Comments are to be included as to the reason for the disposition selection, and any other actions needed to be taken.
13. If the RFD is for a supplier provided part, a purchasing representative signs the acknowledge that the RFD request is consistent with purchasing guidelines and policies, coordinates with quality and engineering to obtain signatures and to ensure that appropriate follow-up is conducted with the vendor.
14. Approvals
- a. Engineering approves the disposition shown and dates. Not required for parts shortages / substitutions that meet all engineering design criteria.
  - b. Quality approves the disposition shown and dates. Required for all.

Once complete, the document is to be submitted to Document Control for final processing

15. Data Entry  
Document Control signs to acknowledge receipt and processing of the RFD in the RFD database, and changes to JDE as appropriate.
16. Disposition Date  
Document control enters the effective start date of the disposition.
17. Expiration Date  
Document control or quality enters the effective expiration date of the disposition. This may be replaced with 'NEXT TOOL' or '@ REV X' as appropriate to the disposition.
18. RFD#  
Document control enters a unique number for the request.

**REQUEST FOR DEVIATION OR PROCESS/DESIGN CHANGE  
WORK INSTRUCTION**DOCUMENT NO: **W04.9.01-04**  
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Following disposition, document control distributes a copy of the RFD as follows;

- 1 x saved to master file location
- 1 x copy to originator
- 1 x copy to IMPCO Inspection (if a purchased part)
- 1 x copy to assigned buyer (if a purchased part)
- 1 x copy to Production Manager (if a make part)

Additional copies may be supplied as needed

**3. GENERAL NOTES**

NONE.

**4. REVISION HISTORY**

REV	BY	DESC	DATE
F	P.CHASE	REFORMATTED	21JUN2013
G	P.CHASE	CHANGED SEQUENCE OF DOC CONTROL, AND LOCATION OF MASTER FILE	22AUG13
H	J. Mitchell	Updated to add additional process / engineering change request	30OCT15



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DOCUMENT NO: **W04.9.01-04**  
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IMPCO		REQUEST FOR DEVIATION OR PROCESS/DESIGN CHANGE			RFD#	18
<small>Instructions: Identify whether if this is a deviation or a process/design change request. Complete the yellow (upper) sections of the form, then submit to IMPCO for review and disposition. The dispositioned form will be returned to the originator.            Suppliers: Submit the completed form to your allocated buyer in the IMPCO Group purchasing department.            Internal Users: Submit the completed form to Document Control</small>					<input type="checkbox"/> DEVIATION	<input type="checkbox"/> PROCESS / DESIGN CHANGE
ORIGINATORS NAME		ORIGINATORS COMPANY		ORIGINATORS PHONE #	SUBMISSION DATE	
1		2		3	4	
IMPCO PROCESS OR PART NUMBER(S) AFFECTED		IMPCO DRAWING #	IMPCO PART REVISION	ONLY REQUIRED FOR DEVIATIONS		
				PURCHASE / WORK ORDER #	QUANTITY AFFECTED	% DEFECTIVE
1	6			7		
2						
3						
4						
5						
DETAILED DESCRIPTION OF REQUEST (ATTACH ANY ADDITIONAL INFORMATION/DRAWINGS REQUIRED TO FULLY DESCRIBE)						
8						
REASON FOR REQUEST (PROCESS OR DESIGN CHANGE REQUESTS MUST INDICATE COST IMPACT)						
9						
CORRECTIVE ACTION TAKEN (NOT REQUIRED FOR PROCESS / DESIGN CHANGE REQUESTS)						
10						
IMPCO DISPOSITION 11						
<b>REJECTED</b>						
<input type="checkbox"/> PARTS / ASSEMBLIES OR PROCESS/DESIGN CHANGE WILL NOT BE ACCEPTED						
<b>APPROVED (DEVIATIONS)</b>						
<input type="checkbox"/> FOR THE PURCHASE ORDER / WORK ORDER AND QTY LISTED						
<input type="checkbox"/> FOR THE LIFE OF THE TOOL ONLY						
<input type="checkbox"/> FOR THE LISTED REVISION OF THE PART OR ASSEMBLY (ie. UNTIL NEXT REVISION ISSUED BY IMPCO)						
<input type="checkbox"/> FOR OTHER (SEE DISPOSITION COMMENTS)						
<b>APPROVED (PERMANENT PROCESS / DESIGN CHANGES)</b>						
<input type="checkbox"/> CHANGE ACCEPTED						
<input type="checkbox"/> CHANGE ACCEPTED PENDING DOCUMENTATION RELEASE BY IMPCO						
DISPOSITION COMMENTS						
12						
ACKNOWLEDGEMENT		APPROVAL		DATA ENTRY	DISPOSITION DATA	
PURCHASING <small>NOT REQUIRED FOR MAKE PARTS</small>		ENGINEERING <small>NOT REQUIRED FOR PART SHORTAGES</small>		QUALITY <small>REQUIRED FOR ALL REQUESTS</small>	DOCUMENT CONTROL	DISPOSITION DATE 16
SIGNATURE						EXPIRATION DATE 17
DATE						