**REQUEST {TO BE COMPLETED BY SUPPLIER}**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| REQUESTOR: |       | SUPPLIER: |       | DATE SUBMITTED: |       |
| PART NUMBER: |       | PROGRAM: |       |
| DESCRIPTION: |       |
| **TYPE OF REQUEST (Check all that apply)**[ ] Parts already produced[ ] Parts to be produced[ ] Other:        | [ ] Process[ ] Gauging/Inspection | [ ] Standard Work[ ]  Error Proofing |
| REQUESTED DEVIATION:      |
| REASON FOR CHANGE AND ANTICIPATED RESULTS:      |
| JUSTIFICATION:      |
| RISK DESCRIPTION (Include risk of implementing and not implementing. Attach RPN analysis from PFMEA)      |
| STANDARD WORK INSTRUCTIONS FOR DEVIATION (PLEASE ATTACH):      |
| TRACEBILITY METHOD FOR DEVIATED PARTS AND SHIPMENTS, INCLUDING RECORD RETENTION:      |

**APPROVAL {TO BE COMPLETED BY JAC PRODUCTS}**

|  |
| --- |
| IS JAC CUSTOMER APPROVAL REQUIRED? [x] YES [ ] NOIF YES, ATTACH EVIDENCE OF APPROVAL     **REVIEW DECISION:**[ ] THE DEVIATION REQUEST IS READY TO IMPLEMENT[ ] THE DEVIATION REQUEST NEEDS THE FOLLOWING COMPLETED PRIOR TO IMPLEMENTATION:      [ ] THE DEVIATION REQUEST IS NOT APPROVED FOR THE REASONS LISTED BELOW.       |
| **SIGN-OFF** (DIGITAL SIGN OFF IS ACCEPTABLE) |  |  |
| QUALITY MANAGER (OR DESIGNEE) |       | DATE: |       |
| BUSINESS UNIT LEADER (OR DESIGNEE) |       | DATE: |       |
| PLANT MANAGER (OR DESIGNEE) |       | DATE: |       |
| **DEVIATION #:**       **DEVIATION EXPIRATION DATE OR NUMBER OF PARTS:**       |

\*\*JAC Products Quality Department is responsible to store this document on the Customer Concern Database and send to supplier. \*\*\*\*\*