



Supplier Change Request

This approved form must accompany your PPAP submission

Supplier Information

Supplier Name _____
 Supplier Number _____
 Supplier Location(s) _____

Date of Request _____
 Cooper Purchasing Contact _____
 Supplier Contact Name _____
 Supplier Contact Phone # _____
 Supplier Contact Email _____

Date of Proposed FUTURE Change _____

Description of Change (Please describe in detail the nature of the change)

This section is reserved for parts sourced through CES (Cooper Electric Shaghai)

CES Product? Yes No Name of CES SQE _____

Customer Information: (Please list additional part numbers on a separate sheet if necessary)

Customer Part Number(s) Affected

Customer Location(s) Affected (city,state)

Type of Change

(Select One)

(Note:) You are required to notify and receive approval from Cooper for any of these types. Designations in () are the recommend PPAP Level submissions for this type of change

- 1. Change to construction, material or component (L3)
- 2. New, additional or modified tools (L3)
- 3. Upgrade or rearrangement of existing tools (L2)
- 4. Tooling, production or equipment transferred to different site (L3)
- 5. Change of supplier or non-equivalent materials/service s (L3)
- 6. Product when tooling has been inactive for 12 months (L2)
- 7. Product/process changes on components of the product (L4)
- 8. Change in test or inspection method (L4)
- 9. Bulk Material: New source of raw material (L2)
- 10. Change in product appearance attributes (L2)
- 11. Change in production process or method (L4)
- 12. Change of Sub Supplier or material source (L3)

Reference: Section 3 Table 3.1 on Page 13 of AIAG PPAP 4th edition (May 2006)

ALL Information Below is to be filled out by Cooper Industries.

Cooper Requirements (Plant Quality, Supplier Quality and Puchasing)

Purchasing

Timing Plan Received Yes No Date SCR Received _____

Quality or Supplier Quality

PPAP Required? Yes No Level _____ Due Date _____

Additional Requirements

Approval Signatures

Signature

Date

Purchasing Representative _____
 Engineering Representative _____
 Quality Representative _____

Mandatory Distribution: Plant Operations, Plant Quality, Purchasing, Supplier Quality and Engineering