

IV-02 ECR/ECI IMPLEMENTATION AND CONFIRMATION

Purpose

ADVICS Purchasing will issue pertinent engineering drawings and specifications to suppliers of components and raw materials.

Supplier Responsibilities

General requirements

1. A supplier may receive up to three types of drawings. Table 1 outlines the type, description, and approximate timeframe of distribution.

Drawing Level	Level	Description	Expected Timeframe
Prototype	J	Used to evaluate process capability, machine capability, functions, and performance prior to actual production, or to quote new business.	SOP – 52 weeks
Preparation	T (E0, ESE, E1)	Used during production preparation (e.g. order equipment and to prepare production processes).	SOP – 26 weeks
Production	G (E2)	Official production release drawing for which suppliers are responsible. Supplier must maintain a controlled file of this drawing, maintaining the correct ECI number.	SOP +/- 16 weeks

Table 1 – Drawing Issuance Guideline

2. Each drawing will have its own ECI number. It is the supplier’s responsibility to make certain they are producing parts to the current ECI. Upon the production drawing issuance, the ECI and the design are “frozen” for the time defined by the ADVICS location customer, meaning that any requests for “changes” are not allowed during the specified timeframe.
3. It is strongly recommended that **Engineering Change Request’s (ECR) (IV-02-F01)** initiated by the supplier be submitted to the ADVICS Purchasing department prior to internal HVPT production. Changes after the ECI freeze are usually initiated to address poor supplier quality or product performance. These changes will generally have long approval times and are not favorable.
4. Process and/or material changes requested by suppliers should be submitted to ADVICS Purchasing using the **Process Change Request (PCR) (See Section IV-03)**.
5. The Supplier is expected to follow the agreed upon schedule. Report Quality, Production, Packaging, or Delivery concerns **FIRST** to ADVICS Purchasing, and subsequently to Quality, Production and/or Engineering contacts.

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