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 and or to submit for a design change request.

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 1st article submittals must be submitted with the 1st 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. In addition section 8 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), or improved process change.
10. Describe the corrective action taken for deviation 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 Approvals for the purchase order or work order and quantity listed
    c. This box is checked Approvals for the life of the tool expire upon receipt of a new tool first article.
    d. This box is checked for Approvals for the listed revision remain in place until a new design revision of the part is released by IMPCO Engineering.

e. This box is checked for Approvals for 'other', must have complete description of the approval parameters noted in the disposition comments

Approved (Permanent Process/Design Change)
  f. This box is checked for permanent process change approval. No other documentation required.
  g. This box is checked for engineering change accepted pending documentation released at IMPCO. Note: No changes can be implemented until release drawing/specification from IMPCO has been supplied.

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 to acknowledge that the RFD request is consistent with purchasing guidelines and policies, 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 deviations including shortages, cosmetic, documentation / data supply etc.

Once complete, the document is to be submitted to the relevant IMPCO Buyer (supplier generated RFDs) or Document Control (Internally generated RFDs). Document control will assign RFD # and initiate 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 deviation request. All deviations submitted are allocated a number prior to disposition.

2.1. ACTIVITIES AFTER DISPOSITION

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
J	J. Mitchell	Added Tech Service on section 14c	21Dec2017
K	J. Mitchell	Removed Tech Service	8Jan2019

IMPCO®

REQUEST FOR DEVIATION OR PROCESS/DESIGN CHANGE	**RFD#**	18

Instructions: Identify whether it 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

	DEVIATION	**PROCESS / DESIGN CHANGE**
	☑ 5	☐

ORIGINATORS NAME	**ORIGINATORS COMPANY**	**ORIGINATORS PHONE #**	**SUBMISSION DATE**
1	2	3	4

	IMPCO PROCESSS OR PART NUMBER(S) AFFECTED	**IMPCO DRAWING #**	**IMPCO PART REVISION**	**PURCHASE / WORK ORDER #**	**QUANTITY AFFECTED**	**% DEFECTIVE**
				ONLY REQUIRED FOR DEVIATIONS		
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

REJECTED
☐ PARTS / ASSEMBLIES OR PROCESS/DESIGN CHANGE WILL NOT BE ACCEPTED

APPROVED (DEVIATIONS)
☐ FOR THE PURCHASE ORDER / WORK ORDER AND QTY LISTED
☐ FOR THE LIFE OF THE TOOL ONLY
☐ FOR THE LISTED REVISION OF THE PART OR ASSEMBLY (ie. UNTIL NEXT REVISION ISSUED BY IMPCO)
☐ FOR OTHER (SEE DISPOSITION COMMENTS)

APPROVED (PERMANENT PROCESS / DESIGN CHANGES)
☐ CHANGE ACCEPTED
☐ CHANGE ACCEPTED PENDING DOCUMENTATION RELEASE BY IMPCO

DISPOSITION COMMENTS

12

	ACKNOWLEDGEMENT	**APPROVAL**		**DATA ENTRY**	**DISPOSITION DATA**	
	PURCHASING NOT REQUIRED FOR MAKE PARTS	**ENGINEERING** NOT REQUIRED FOR PART SHORTAGES	**QUALITY** REQUIRED FOR ALL REQUESTS	**DOCUMENT CONTROL**	**DISPOSITION DATE**	16
SIGNATURE	13	14	15			
DATE					**EXPIRATION DATE**	17

F0490104 rev D January 8,2019

Page 1 of 1