



Supplier Request for Drawing Change (SRDC)

SUPPLIER NAME		SUPPLIER CODE		PART NO./PRIMARY DRAWING		REVISION (Current)	
REPRESENTATIVE NAME & TITLE				PART DESCRIPTION			
REPRESENTATIVE EMAIL			PHONE NUMBER		PURCHASE ORDER #		DATE
If you have been in contact with a Design Engineer on this change include name			DESIGN ENGINEER		Approving this change will reduce the cost impact to WESTPORT: \$ _____ / part.		

Drawing Zone #	Drawing or Specification Requirement	Proposed Change	NEW Ppk	REASON FOR EACH REQUEST ITEM	
_____	_____	_____	_____	Category 1	Sub-Category 1
				List details:	
_____	_____	_____	_____	Category 2	Sub-Category 2
				List details:	
<i>(For explanation of "categories" and "sub-categories," see attachment I)</i>					

PLEASE REVIEW THE ABOVE REQUEST

Supplier Representative:

Email address:

Phone:

FOR WESTPORT USE ONLY

APPROVED

DISAPPROVED

PRINT REVISED

EFFECTIVE

Date

Date

Comments					
Status Code If Approved					
Design Engineer		Date		Engineer Manager	
				Date	
Manufacturing Engineer			Date		

CONFIDENTIAL BUSINESS INFORMATION

ATTACHMENT 1

Supplier Request for Drawing Change (SRDC)
Reason Codes

Include the appropriate reason category and sub-category in the Reason for Request section on the SRDC form.

CATEGORIES	SUB-CATEGORIES
DRAWING: The drawing contains incorrect or incomplete information (conveyed in a feature or structure).	DIM: Dimensions for a particular feature are omitted, or conflict with other dimensions on the print.
SUPPLIER SPEC: The information contained in the original drawing is correct, however the supplier has suggestions that could improve the quality or cost of the part, or help clarify information on the drawing.	TOLERANCES: The issue relates to Geometric Dimensioning and Tolerancing, and Standard Tolerancing, such as adjustments or additions of tolerances, datum's, reference points, etc.
Westport Mfg. or Process Standards: The standard listed on the drawing was CORRECT at the time the drawing was submitted to the supplier, but has since been revised or obsoleted making it unsuitable for the application.	MATL CALLOUT: The issue involves material required on the drawing that is incorrect or not suited for the application, or an optional material is being requested.
PROCESS: Part cannot be made within print specification due to the supplier's process limitations.	Westport Mfg or Process Standards: 1) The standard cannot be met because of process limitations. 2) The standard referenced (all, or a portion of) does not apply to this component or application.
TOOLING: Tooling-related issues that are not covered in the other categories.	NOTES: The issue involves the revision, addition, or deletion of a note.
ENGR INIT: A Westport engineer (or representative) requested the initiation of the SRDC.	STRUCTR: The issue involves suggestions regarding the way the part is represented or shown to be assembled.
FINISH: Any change request relating to the finish of the part (prime, paint, plating, etc.)	OTHER: Any reason that is not covered under the previous sub-categories.
INDUSTRY STANDARD: Any change request relating to a referenced Industry Standard specification (SAE, ASTM, etc.) that cannot be met by the supplier's process.	
OTHER: Any reason that is not covered under the previous categories. In this case, categorize these as "OTHER" and list as many details regarding the reason as possible.	