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Design Change Request (DCR)

Key Point(s):

- The Design Change Request (DCR) is the document used by the supplier to request Nissan agreement to proceed with design changes request.

Minimum Content Requirements

- The supplier shall provide all necessary information to describe and justify the change. This shall include:
  - the reason for the change request (justification of the change)
  - a full explanation of the change, complete with a list of associated parts
  - a full explanation of the effects of the change on the associated parts
  - a risk analysis and plan to manage all potential risks identified
  - complete timing plan, including the anticipated first shipment date
  - the cost effect of the change
- The Design Change Request (DCR) document shall only be submitted for design changes which are initiated by the supplier.

Output Document Description

Item	Completion Instructions
STANDARD HEADER (Supplier)	
Project	The Nissan Vehicle/Power train project for which the product is being developed/manufactured.
Special characteristics	Tick all boxes that apply to the product being developed/manufactured.
Document Reference No./Version	The suppliers reference No. and version No. for the document.
Document Revision Date	The date of the latest revision of the document.
Document Origin Date	The date when the document was first issued.
Supplier Name	The supplier name.
Supplier Plant	The location at which the product will be manufactured.
Supplier Code	A unique code to each supplier, issued by Nissan purchasing department.
Author	The name of the person who created/revised the document.
E-mail	The e-mail address of the person who created/revised the document.
Tel	The telephone number of the person who created/revised the document.
Part Name	The part name or description as identified on the product drawing.
Part No.	The part No. as issued by Nissan design department.
Design Note No.	The latest design note number that applies to the product being manufactured.
Drawing No.	As issued by the Nissan design department

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Affected Vehicles(s)/ENG/Unit(s)	References of the Nissan vehicles affected by the proposed change.

DETAIL OF CHANGE (Supplier)	
1. Reason for Request 1)Change at	Tick "Tier 1" if the changed product is developed by tier 1 supplier. Tick "Tier N" if the changed product is developed by tier N supplier.
2)Type of Change	Type of change/Tick the type of design change.
Number and list of affected plant(s)	The total number and names/ locations of plants requiring delivery of parts subject to the proposed design change.
2. Explanation of Change	Detailed explanation of the proposed design change and how it will be accomplished.
3. Related Parts and Effects	Detailed explanation of related other parts that will be affected by the proposed design change. If this item does not apply to the case, please fill in “None”.
4. Risk Analysis of Change	Report on the impact of quality, cost and delivery for design changes based on the supplier's own analysis. (If necessary, a countermeasure plan is attached). If this item does not apply to the case, please fill in “None”.
5. Application plan	Summary of timing change the process/facility change (Append copy of the timing plan)
6. Cost Impacts	Detailed cost impacts for the product, tooling and logistics. (attached material if necessary such as “F4-sheet”) If there is no impact, please fill in “None”.
7. Guarantee method for required Quality and production Capacity	A clear statement is required from the supplier, which details how supply to the Nissan plants will be safe-guarded during the transition phase of changing the process/ relocating the facility to its new location. This may include contingency planning, additional inspection confirmations, safety stock build program and/or allocated capacity at a different facility to protect planned output.
8. Other(s)	Any item considered by the supplier to be relevant and / or unique, in order to support the particular change request.

AGREEMENT TO PROCEED WITH FORMAL DRAWING SUBMISSION (Nissan)	

NOTIFICATION OF COMPLETION (Supplier)	
Date of PSW approval	Date when PSW was approved by the department in charge.
First production Delivery Date	The delivery date, when the first shipment of production parts into the Nissan.
Reference	The delivery reference number etc., which uniquely identifies the first shipment of production parts into the Nissan.

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