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Process/Facility Site Change Request (PFCR)

Key Point(s):

- The Process/Facility Site Change Request is the document used by the supplier to request the Nissan approval to proceed with the process/facility site change.

Minimum Content Requirement(s):

The supplier shall provide all necessary information to describe and justify the change such as below;

- Change description and justification
- Complete timing plan, including the anticipated first shipment date
- Risk analysis and plan to manage all potential risks identified
- Plan to assure quality and capacity requirements
- List of the affected parts

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

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Affected Plant(s)		References of actual delivery destination (plant) affected by the proposed change.
DETAIL OF CHANGE (Supplier)		
1. Date of Proposed Change		For a process change, the planned date for the process to be at full production capability following the process change. For a facility site change, the planned dates for the current facility cessation and the start-up date of the new facility (include proposed date full production capability will be achieved in the new location.)
2. Reason for Request	Change at	Chose appropriate layer of supplier chain, Tier 1 or Tier N.
	Type of change	Chose all the applicable check box for the proposed process/facility site change
3. Explanation of Process / Facility Site Change		Detailed explanation of how the change or relocation will be accomplished. (Include Why, Where from / to)
4. Risk Analysis of Change		Detailed report (and countermeasure plan as required) based upon the suppliers own risk assessment of the impact of the change on the product. Complete and issue a Risk Table as part of request submission.
5. Timing Plan Details		Summary of timing to change the process/facility change (Append copy of the timing plan)
6. Predicted Date of Delivery to Customer(s)		The supplier best forecast of the 1st production shipment to the affected Plant(s) after completion of the change.
7. How will Quality and Capacity Requirements be Assured?		A clear statement is required from the supplier, which details how supply to the 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)	
Not Approved /Approved Part Submission Warrant	The Nissan will indicate the disposition of the request in terms of approval to proceed. If approval is indicated, the Nissan will indicate if a Part Submission Warrant (PSW) and attachments are required to be submitted prior to any change.
	The Nissan will specify which items they require to be submitted as attachments to the Part Submission Warrant (PSW).

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