|  |  |
| --- | --- |
| Supplier: Click here to enter text. | Part Number / Material Code: Click here to enter text. |
| Drawing Revision: Click here to enter text. | Part Name: Click here to enter text. |
| Material Supplier: Click here to enter text. | Material Specification: Click here to enter text. |

**Purpose and Scope:**

This document provides guidance to determine if a Change Request submittal is required. A change request using the electronic Supplier Change Request (eSCR) process is required if the response to any of the questions identified below is “Yes.” The Change Request must be submitted to PG&E at least **6 to 8 weeks** in advance of the proposed introduction using the [eSCR Portal](https://escr-d457b1be4.dispatcher.us2.hana.ondemand.com/index.html?hc_reset).

If only 1 or 2 change types are indicated based on the completed questionnaire, only 1 eSCR submittal would be required. If more than 2 change types are indicated, contact the PG&E eSCR Administrator at [eSCRAdmin@pge.com](mailto:eSCRAdmin@pge.com) to discuss details before making a submittal. If the change is to an approved design or specification, the eSCR submittal must be accompanied by a revised Design Record.

Whether or not a change request is indicated, this completed Questionnaire along with a brief description of the change must be submitted via e-mail to PG&E Supplier Quality at [eSCRAdmin@pge.com](mailto:eSCRAdmin@pge.com). Note that the questions below consider circumstances both during and on completion of the modification / change being proposed.

| **Change Type:** | **Question:** | **Answer:** |
| --- | --- | --- |
| Plant Site Location | 1. Does the new site location currently produce or will produce and ship parts for PG&E? | Yes No |
| New or Modified Tools | 1. Will parts be produced from new or modified tools (except perishable tools), dies, molds, patterns, etc. including additional or replacement tooling? | Yes No |
| Production / Tooling Upgrade | 1. Has production / tooling been upgraded (to increase the capacity, performance, or change its existing function) or rearranged (sequence of product/process flow)?    * Will the change affect the ability to perform any previous maintenance, inspection, or calibration activities or adversely affect them in any way? | Yes No  Yes No |
| Test Method / New Process | 1. Does this change involve new or modified test/inspection methods or processes? | Yes No |
| Manufacturing Process / Components | 1. Are there process changes to the components/sub-components of the product manufactured internally or by suppliers? | Yes No |
| Inactive Tooling | 1. Are you reactivating your production tool after not being used for the past 12 months? | Yes No |
| New Part Number | 1. Are you assigning a new part number to an existing approved part? | Yes No |
| Product Correction or Waiver | 1. Are you requesting an engineering waiver to deviate from the expected specification / design?    * Does this change correct a previous waiver to meet the specification? | Yes No  Yes No |
| Product Attributes | 1. Are there changes that result in any modification to form, fit, function, appearance, or installation of the product? | Yes No |
| Software / Hardware | 1. Have you changed any software or hardware used in the production of approved material?    * Has the software (e.g. Design, CNC machine type, test equipment, externally produced or commercially available software) or hardware been tested to conditions that meet or exceed current reliability? | Yes No  Yes No |
| Engineering | 1. Have any administrative changes been made that are related to design records, specifications, industry standards, regulatory compliance? | Yes No |
| Raw Material | 1. Will this change introduce any revised material spec, material properties, or changes to material heat treatments or processing? | Yes No |
| Component Material | 1. Are other construction materials of component / sub-component being used that were not previously approved?    * Are there changes to the component / sub-component of the product that have not previously been used on approved product? | Yes No  Yes No |
| Sub-Supplier | 1. Are you using a new sub-supplier of parts/material/components that affects form, fit, function, appearance, or installation of the product? | Yes No |
| Recall | 1. Do you need to notify PG&E that your product / equipment / material is defective or non-conformant and needs to be recalled for repair, refurbishment, or replacement? | Yes No |
| Product Discontinuation | 1. Are you proposing a permanent product discontinuation? | Yes No |
| Maintenance / Inspection | 1. Are you changing maintenance or inspection requirements that affect the product’s / equipment’s form, fit, function, appearance, or installation of the product? | Yes No |
| Packaging/Shipping/Labeling | 1. Is there any change to required labeling, part markings, barcoding, packaging or packaging materials?    * Are you changing any Shipper or shipping methods? | Yes No  Yes No |
| Extraordinary Conditions / Other | 1. Do you have any other changes that are not covered by the previous questions? Examples include:    * Natural disasters    * Ownership / management change    * Business continuity    * Certification / qualification    * Workforce reduction / expansion | Yes No |

Note: While the publication status of this document is “Draft” and the Purpose and Scope may be updated, the Questions and Change Types are final.