

GPSC Academy

Leaders Teach & Leaders Learn

Supplier Change Request (Deviations) April 2023 Revision



OSHKOSH™

Supplier Change Request - Scope

- This training applies to Change Requests submitted only to JLG China and JLG EMEA.
- All other submissions need to be submitted through Reliance Software only and should not use the legacy Excel document.
- Reference the Reliance Training Center for walkthroughs and assistance.
(<https://osn.oshkoshcorp.com/en/supplier-resources/training/quality-management>)

Supplier Change Request – Flow Diagram

Supplier Product & Process Change Request form. Includes fields for Part Information, Supplier Identification, and Planned Date of Implementation.

Change notification form completed by supplier, then sent to GPSC



Software interface showing a list of change requests with columns for ID, Description, Status, and Date.

Process / Product changes reviewed by change mgmt team (Purchasing, Engineering, Quality)



Stack of forms with handwritten annotations: QC-066 (MRB), 1694 (Govt-Dev Req), JLG Deviation (Change Request), F1000 (Change Request).



Stack of forms including Request for Deviation, Product/Process Change Notification, and Supplier Contact Information. Includes a 'Request for Deviation' form and a 'Product/Process Change Notification' form.

PPAP requirements & Appropriate change request forms sent to Supplier

★ Supplier must not make changes without formal approval.



Supplier Change Request – Process Steps

- Complete Form: Supplier Change Request (OSK-F1000)
 - Email completed F1000 to appropriate Change Request address
 - JLG China:
 - changerequestchina@jlg.com
 - JLG EMEA (Europe, Middle East, Africa):
 - changerequesteame@jlg.com
 - Change Request will be reviewed by the appropriate Oshkosh team
 - Feedback will be provided formally through the change request disposition tab of the F1000 document
 - Material shipped on an authorization shall be properly identified on each shipping container.
- **Change must not be implemented without formal OSK-F1000 authorization****

SUPPLIER CHANGE REQUEST	
<input type="checkbox"/> Temporary Process Change	<input type="checkbox"/> Permanent Product/Drawing Change
<input type="checkbox"/> Temporary Product Change	<input type="checkbox"/> Permanent Process Change
<input type="checkbox"/> SCRIP	Change Control # _____
<input type="checkbox"/> Is an Emergency Request: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>Emergency - Will Impact Oshkosh Production if not implemented in less than 30 days.</small>	
<small>Complete this form and e-mail it to your Oshkosh Corporation Segment Change Request Email Address listed in Supplier Change Request Procedure (OSK-P1000 Section 5.3)</small>	
<small>NOTE: Always utilize the latest change request form & training material available at: http://osn.oshkoshcorp.com/gsc-en.htm</small>	
<small>NOTE: Please submit this notification at least 12 weeks prior to the planned change implementation!</small>	
<small>Defense Only: Upload Request to the PTP site due to ITAR/EAR drawings/pictures.</small>	
<small>Email notification of upload to: changequest@defense.oshkoshcorp.com</small>	
Part Information:	
Oshkosh Business Segment: _____	<input type="checkbox"/> Production Part <input type="checkbox"/> Aftermarket Part
OSK Number: _____	Engineering Revision Level: _____ Dated: _____
Sup Number: _____	Engineering Revision Level: _____ Dated: _____
Safety / Government Regulation: _____	CFAT Requirement Note On Drawing (defense only): <input type="checkbox"/> Yes <input type="checkbox"/> No
Supplier Manufacturing Information	
Name: _____	Supplier: _____
Street: _____	City, State, Zip: _____
Design Responsibility: <input type="checkbox"/> Oshkosh <input type="checkbox"/> Supplier	
Description of Deviation / Change Requested:	

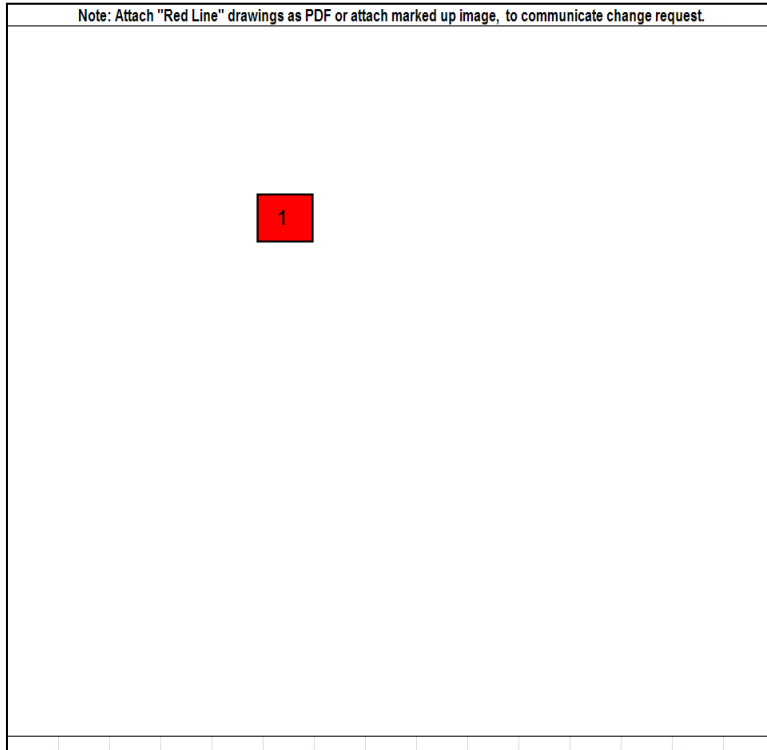
Why is this Change Required:	

What is the benefit to Oshkosh Corporation:	

Supporting Documents Provided:	
<input type="checkbox"/> Upload Drawing (**Required for all requests)	<input type="checkbox"/> 8D Corrective Action Report (Required for Temporary Product Changes)
<input type="checkbox"/> Cost Justification (RFQ Template)	<input type="checkbox"/> Capacity Assessment
<input type="checkbox"/> String Test Reports	<input type="checkbox"/> Other _____
Cost Impact: Explain cost change per unit of measure (ex \$20/part)	
<input type="checkbox"/> Cost Increase: _____ / _____	<input type="checkbox"/> Cost Decrease: _____ / _____
<input type="checkbox"/> No Cost Impact	
Planned Date of Implementation: _____	Suggested Date feedback needed: _____
Supplier Contact Information:	
Name: _____	Title: _____
Phone No: _____	Fax No: _____
E-mail: _____	Date: _____
<small>I understand that implementation of changes can not occur until Final approval is acquired. Oshkosh Corp. will provide an approved/rejected copy of this form along with a plan on the next steps when applicable.</small>	

Supplier to Complete All items in “Red”:

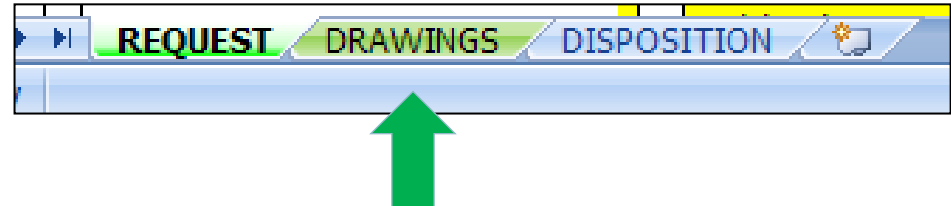
1. Check Product or Process Change, Temporary or Permanent, or SCRIP
2. Check if this is an Emergency Request
3. Complete Part information section
4. Supplier Information
5. Who is design responsible
6. Detailed Description of the change requested
7. Detail Description of “why” the change is required
8. Detailed Description of the benefit of the change to Oshkosh Corporation
9. Document what other supporting information has been provided to support the change request
10. Document if there is a cost impact to the change request
11. Proposed plan of implementation
12. Supplier Contact information



Supplier to Complete All items in "Red":

1. Upload a drawing / pictures etc. to the drawings tab to accurately communicate what the issue is to assist in timely review

Note: If the request is not clear, it will be sent back to the supplier for more information.





1

Change Control # _____

GPSC Purchasing Disposition:

Approved Rejected

2

Engineering Disposition:

Approved Rejected

Engineering Change Steps? CIR CN RFD

Do you need Customer Approval to proceed? Yes No (Low risk, ex. drawing clean up)

3

Quality Disposition:

Approved Rejected

4

Mfg Operations Disposition:

Approved Rejected Not Applicable

5

Overall Disposition:

Approved Rejected

6

Additional Supporting Documents Provided:

Marked Up Drawing (red line drawing)

Approved MRB Approved RFD Approved CN PPSR Requested Deviation Duration

MFB# _____ RFD# _____ CN# _____ Level: _____ Expiration Date: _____

Note _____

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Final Oshkosh Approvals Required

	Name:	Date:	Approved	Rejected
Purchasing	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	Name: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Quality	Name: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
(Mfg Operations)	Name: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

() = Optional

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Oshkosh to Complete All items in "Green":

1. Assign a Change Control # from the Sharepoint date / time of upload
2. GPSC Disposition: GPSC to provide direction to the supplier for disposition / path forward
3. Engineering Disposition: Engineering to provide direction to the supplier for disposition / path forward
4. Quality Disposition: Quality to provide direction to the supplier for disposition / path forward
5. Mfg Operations (Optional): Operations to provide direction to the supplier for disposition / path forward
6. Overall Disposition: Change Request / Deviation team compiles feedback for final disposition
7. Supporting Documents: Document what additional information has been provided to support the change request / deviation
8. Final Approval: Disposition Sign off is required by all affected Functional Departments (Functional groups not affected will be checked as "not required")

Purchasing, Engineering, & Quality are always required.

