

JLR-LWI-554907, ISSUE LEVEL 2.5

SUPPLIER CHANGE REQUEST (SCR) SUPPLIER WORK INSTRUCTION

OVERVIEW

All references to Supplier Request Change for Engineering Approval (SREA) in other documents are still valid with the publishing of this Local Work Instruction (LWI). Supplier Change Request (SCR) is a direct replacement for SREA.

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STA

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OWNING LOCATION

UK - Gaydon

This procedure is intended to clarify the steps, activities and documents related to a supplier proposed change.

The SCR is an external supplier request to obtain JLR approval for a plan, to implement the proposed change.

SCOPE

WHY

1.1 OBJECTIVE/PURPOSE

The SCR (Supplier Change Request) is an external supplier request to obtain Jaguar Land Rover Limited approval for a plan to implement a proposed external supplier-initiated change. It shall be followed if a change to any of the approved PPAP conditions is planned as defined in the AIAG Production Part Approval Process (PPAP), please refer to the latest edition published on the AIAG website, Section 3 "CUSTOMER NOTIFICATION AND SUBMISSION REQUIREMENTS".

1.2 RISKS

Non-compliance with the SCR process could result in:

- Risk of unauthorised changes in the supplier base (supplier makes a change without JLR authorisation which could lead to nonconforming supplied parts)
- Response to the SCR not on time
- Potential line stops at JLR plant(s)
- Rework activity inside in or outside JLR plant(s)
- Stop Ship of supplied parts because of missing approval
- Late change to the product

WHAT

2.1 SCOPE AND EXCLUSIONS

IN SCOPE:

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- A. An external supplier-initiated proposal for a change to any of the approved PPAP conditions as defined in the AIAG Production Part Approval Process (PPAP), Section 3 “CUSTOMER NOTIFICATION AND SUBMISSION REQUIREMENTS”.
- B. Changes are grouped in three categories:
 - Process Change initiated by supplier
 - Engineering Change initiated by supplier
 - Re-resource or Re-location initiated by supplier

C Re-sourcing for current car supplier: change of a supplier that supplies a JLR Tier 1 or DT2 (Directed Tier 2) supplier.

D Re-location of a JLR Tier 1 or DT2 supplier manufacturing site / site change/ ship point (initiated by the supplier.)

OUT OF THE SCOPE:

- A. **Administrative changes**, where the Supplier initiated site code change with no change to the manufacturing process. Legal entity or ownership change is a change to the Vendor Master code initiate by supplier
- B. Approval for component piece or tooling cost changes are not in the scope of SCR.
- C. **Engineering Change Request (ECR)** initiated by JLR
- D. **Design Change Request (DCR)** initiated by JLR

Chery Jaguar Land Rover (CJLR) is out of scope for this procedure. If a component is supplied to CJLR as well as JLR then use SCR and the CJLR equivalent Supplier Change Request Procedure.

WHO

3.1 CONSULTATION PARTICIPANTS

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3.2 APPROVERS

David Brown (dbrown19)

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WHERE

4.1 APPLICABILITY

Applicability	Operational
Functions/Departments	Procurement
JLR Locations	United Kingdom, Europe Region, China Region, North America Region, Overseas Region

4.2 APPLICABLE KEY WORK SYSTEM(S)

6.03.01.03 Launch Supplier Parts, 12.06.06 Design and Approve Manufacturing Process

4.3 APPLICABLE IT SYSTEM(S)

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SUPPLIER CHANGE REQUEST (SCR) SUPPLIER WORK INSTRUCTION**NARRATIVE****1.0 THE SCOPE**

The Supplier Change Request is an external supplier request to obtain Jaguar Land Rover Limited concurrence for a plan to implement proposed external supplier-initiated change(s).

The SCR process shall be followed if a change to any of the approved PPAP conditions is planned in line with the requirements of the AIAG Production Part Approval Process (PPAP), Section 3 "CUSTOMER NOTIFICATION AND SUBMISSION REQUIREMENTS"* by Tier 1 or lower tier suppliers to Jaguar Land Rover Limited (JLR).

*Please refer to the latest edition of PPAP published by AIAG.

- a. A Supplier is responsible to notify JLR of all planned changes against the approved PPAP condition to the parts and/or components, this can be an engineering change, a design change, a manufacturing process change and/ or Re-location/Re-sourcing change.
- b. All changes require JLR approval prior to implementation of any supplier-initiated planned changes. The SCR process is a cross-functional structured approach to evaluate any planned changes proposed by suppliers to ensure timely and robust approval by JLR before implementation.
- c. In order to understand and evaluate the cost impact of the proposed change, a Quotation Analysis Form (QAF) shall be submitted along with the SRC form. A QAF is an integral and mandatory part of the SCR process.

The SCR and QAF templates are available through the Jaguar Land Rover Limited Supplier Portal "Covisint"

SCR: JLR-TMP-18041 SCR Supplier Change Request

QAF: [JLR-TMP-37744](#) JLR-PP-P-F169 JLR Quotation Analysis Form (QAF).xlsm

1.1. CHANGES ARE GROUPED AS FOLLOWS:

1.1.1 PROCESS CHANGE is a change in the process or method of manufacture. If a process change affects the product characteristics then it becomes a product change.

E.g.: Production rearrangement of existing tooling or equipment on the shop floor, additional transport, handling, storage and protection of the product between process steps which could require changes to the process flow, control plan, PFMEA, change in testing or validation method etc. which is a deviation/change to the documented and approved PPAP conditions.

1.1.2 ENGINEERING CHANGE is when the product is modified by an engineering change to design records, specifications or materials. A change to the engineering drawing of the product or sub-assemblies including dimensional specification change.

1.1.3 Re-sourcing for current car supplier: change of a supplier that supplies a JLR Tier 1 or DT2 (Directed Tier 2) supplier.

Re-location of a JLR Tier 1 or DT2 supplier manufacturing site / site change/ ship point (initiated by the supplier.)

NOTE:

- Approved SCR is not an authorisation to ship the revised parts for production use.

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- To authorise shipment of parts or components to JLR plants a supplier must have submitted an approved Part Submission Warrant (PSW) or an iPSW with supporting Authorised Worldwide Engineering Release System (WERS) DEVIATION FROM SPECIFICATION USING WERS ALERTS . Alert as mandatory in all cases.
- Change that requires a modification to the Jaguar Land Rover drawing, Engineering Specification and / or a Jaguar Land Rover part number suffix can be a part of proposed changes, but this cannot be approved within SCR process.

2.0 PROCESS STEPS**2.1 SUPPLIER**

JLR Tier 1 or JLR DT2 (Directed tier 2) supplier.

2.2 INPUTS

2.2.1 Supplier identifies need for a change to the approved PPAP conditions

2.2.2 Supplier completes and submits SCR form and QAF form along with relevant supporting documentation to generic mailbox to: jlsrea1@jaguarlandrover.com

2.2.3 The SCR FORM [JLR-TMP-18041](#)
Supplier provides all necessary information regarding requested change.

2.2.4 The QUOTATION ANALYSIS FORM (QAF) [JLR-TMP-37744](#)
Supplier provides cost details information impacting requested change.

3.0 PROCESS**3.1 Process Flow**

3.1.1 When a supplier request JLR approval for a plan, to implement the proposed change, the SCR form and QAF form must be completed. These forms are available on the Jaguar Land Rover Limited Supplier Portal. NOTE: This SCR form supersedes all earlier versions; please use only this for new submissions.
For each requested change, approvers and reviewers will be assigned to the SCR.

The supplier is requested to add known process stakeholders who will be involved in the approval process. Process stakeholders depend on the proposed change as listed in the pt. 3.2 and where the parts/ components are used: either Current Car, only Aftermarket or both.

3.1.2 Both forms SCR and QAF must to be completed, submission of an incomplete SCR and or QAF will lead to a 'query' which will lead to delays in the process and potential rejection until all missing information is provided.
It is important that the information provided in the SCR form and QAF form are sufficiently comprehensive to allow Jaguar Land Rover Limited to make a full assessment of the implications of the change, evaluate the proposed plan to manage the change and determine if the request is acceptable.

3.1.3 The supplier is responsible to confirm all details are correct and then e-mails completed SRC form and QAF form with all supporting documents to Jaguar Land Rover Limited at the following address:

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SUPPLIER CHANGE REQUEST (SCR) SUPPLIER WORK INSTRUCTIONJLRSREA1@jaguarlandrover.com

3.1.4 The formal response of either approval or rejection will come via the same e-mail account. This account will serve as the central point of contact into Jaguar Land Rover Limited regarding SCRs and any queries regarding status. When an SCR request has been received and entered into the Jaguar Land Rover Limited system, an SCR number will be allocated and a confirmation e-mail returned to the supplier. Please quote this number in all future correspondence regarding that SCR.

Note:

It is vital to ensure all SCRs and QAFs forms are sent to the above address and not to individual Jaguar Land Rover Limited employees. To be routed through the correct internal process in a timely manner. Failure to comply with this requirement will mean any such requests will not be authorised.

3.1.5 When an approval is given the supplier may then commence the implementation plan as provided with the SCR. Any actions taken by a supplier prior to SCR approval are entirely at their own risk and no parts may be shipped to Jaguar Land Rover Limited until the necessary approvals have been achieved – see below.

3.1.6 As part of the change implementation, suppliers must comply with Jaguar Land Rover Limited's PPAP requirements resulting in an approved Part Submission Warrant (PSW). Specific attention should be paid to the **Phased PPAP** Exceptions Management Process ([JLR-PRD-39940](#)); this details clearly how a deviation should be made from the standard PPAP process.

3.1.7 Only when an approved PSW and any specified functional trials have been completed successfully may a supplier commence shipment of production parts to the changed condition.

3.1.8 Deviations can only be accepted if supported by an approved WERS Alert/Concern and by an approved Interim PSW.

3.2 When an SCR is approved the supplier will then work in association with various Jaguar Land Rover Limited internal functions. Depending on the type of change, the lead functions will typically be:

A. PROCESS CHANGE:

- Current Car (CC): **STA Engineer**
- Current Car and Aftermarket: **STA Engineer**
- Aftermarket only: **Aftermarket STA Engineer**

B PRODUCT CHANGE/ENGINEERING CHANGE:

- Current Car (CC): **PVT Engineer**
- Current Car and Aftermarket: **PVT Engineer**
- Aftermarket only: **PE Engineer**

C. RE-SOURCING/RE-LOCATION:

- Current Car (CC): **Delivery Buyer**
- Current Car and Aftermarket: **Delivery Buyer**
- Aftermarket only: **Aftermarket Buyer**

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3.3 ROLES:

RESPONSIBILITIES FOR A CHANGE LEAD: AFTER THE SCR HAS BEEN APPROVED THE CHANGE LEAD SHALL SUPPORT A SUPPLIER TO IMPLEMENT THE CHANGE. THE SUPPORT EXAMPLES ARE:

- support for PPAP completion,
- coordinate and agree functional trial requirements with supplier,
- manage/complete functional trial in JLR plant
- review manufacturing process on-site if necessary,
- ensure the requirements for DV/PV testing are agreed
- support and monitor task completion in accordance with “Change implementation plan”

APPROVER: authority to approve the requested proposal for a change and to allow to progress with SCR activity

SUPPORT: if needed shall support responsible change lead and/or approver to make decision to progress with the requested change.

3.4 PRIORITY LEVELS

3.4.1 PROCESS CHANGE or PRODUCT CHANGE/ENGINEERING CHANGE

Medium-for a planned change.

High- for unplanned interruption to the business.

3.4.2 RE-SOURCING/RE-LOCATION:

Medium- A business process can function but only for a limited time before it becomes Critical Priority

Critical- Emergency Re-sourcing (Bankruptcy/Acts of God/ Labour strikes) Immediate response and resolution action required. On the approval flow the manager shall be added.

4.0 OUTCOME

1. SCR for a Process Change approved or rejected
2. SCR for a Product Change approved or rejected
3. SCR for a Re-location or Re-sourcing approved or rejected
4. An approval or rejection email to all approvers and the supplier

5.0 CUSTOMER

JLR Tier 1 or JLR DT2 (Directed tier 2) supplier.



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APPENDICES***Appendix 1: Other Translations***

- English (Master)

Appendix 2: Variations

There are no other variations available for this document.

Appendix 3: Waivers

There are no waivers for this document.

Appendix 4: Internal Controls

No internal controls apply to this document.