

Supplier Training

Engineering Change Request (ECR) Process Guide



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INTEGRITY - PARTNERSHIP - CAN-DO ATTITUDE - INNOVATION

Engineering Change Request Instructions

- Download the ECR Form (F-400) from the Marvin Group Portal in the Documents Folder
- Perform Save As

File name: F-400 Engineering Change Request (6)

Save as type: Word Document

- Rename the document as follows:

ECR_Part Number_ Date

File name: ECR_124839201_20200218

Save as type: Word Document

ECR Form F-400 is a smart form and must be saved in the original **MS Word** format

MARVIN ENGINEERING CO., INC.
261 West Beach Avenue • Inglewood, CA 90302
Phone (310) 674-5030 • Fax (310) 673-9472

ENGINEERING CHANGE REQUEST
ENGINEERING, PLANNING AND INFORMATION REQUEST

ER # [REDACTED]

REQUESTER SECTION					
PART INFO					DATE
1. DOCUMENT NUMBER:	2. REV	3. DASH	3. DASH	3. DASH	6. PROGRAM MANAGER:
4. DRAWING/DOCUMENT TITLE:	5. NEXT HIGHER ASSEMBLY:			7. QUALITY ENGINEER:	
8. REQUESTER:			9. REQUESTER PHONE / EXT.		14. PO#
10. NEED DATE:			11. REQUESTER EMAIL:		15. QUANTITY:
12. CONTRACT NUMBER:			13. REASON FOR ECR		16. TYPE
19. NO			20. YES		21. DATE:
22. NATURE OF REQUEST COMPLETELY DEFINE THE ISSUE, INCLUDING SKETCH IF NECESSARY. SUGGEST A SOLUTION; GIVE A PRECISE REASON FOR THE REQUEST.					
23. N/A	24. N/A	25. N/A	26. N/A	27. N/A	28. N/A
DISPOSITIONER SECTION					
29. RECEIVED BY:	30. PHONE / EXT:	31. DATE:	32. ASSIGNED TO:	33. PHONE / EXT:	34. DATE:
35. PART CLASSIFICATION			36. ECR DISPOSITION		
DISPOSITION REQUIREMENTS (CHECK ALL THAT APPLY)					
<input type="checkbox"/> 39. CUSTOMER AUTHORIZATION <input type="checkbox"/> 40. NO PROGRAMMING CHANGE <input type="checkbox"/> 41. CREATE/REVISE MEC DRAWINGS <input type="checkbox"/> 42. CREATE/REVISE TOOL DRAWINGS <input type="checkbox"/> 43. PURCHASE ORDER CHANGE REQUIRED <input type="checkbox"/> 44. CREATE REWORK PLANNING			<input type="checkbox"/> 45. REVISE MASTER/PRODUCTION ORDER <input type="checkbox"/> 46. NO ECM REQUIRED <input type="checkbox"/> 47. CCB REQUIRED <input type="checkbox"/> 48. NO CHANGE REQUIRED <input type="checkbox"/> 49. OTHER		
50. DETAILED DISPOSITION					
<input type="checkbox"/> CONTINUATION SHEET <input type="checkbox"/> ATTACHMENTS 51. REASON CODE: 52. ESTIMATED COMPLETION DATE:					

FORM EF-400 REV H Page 1 of 2 ISSUE DATE: 07/21/2021









Engineering Change Request Instructions

- Requester Section must be filled out correctly

REQUESTER SECTION							
PART INFO							DATE
1. DOCUMENT NUMBER:	2. REV	3. DASH	3. DASH	3. DASH	3. DASH	6. PROGRAM MANAGER:	
4. DRAWING/DOCUMENT TITLE:		5. NEXT HIGHER ASSEMBLY:				7. QUALITY ENGINEER:	
REQUESTER				PROJECT			
8. REQUESTER:	9. REQUESTER PHONE / EXT.		14. PO#		15. QUANTITY:		16. TYPE
10. NEED DATE:	11. REQUESTER EMAIL:		17. PMO:		18. PROGRAM:		
12. CONTRACT NUMBER:	13. REASON FOR ECR		SCHEDULE IMPACT?				
			<input type="checkbox"/> 19. NO <input type="checkbox"/> 20. YES 21. DATE:				
22. NATURE OF REQUEST <small>COMPLETELY DEFINE THE ISSUE, INCLUDING SKETCH IF NECESSARY. SUGGEST A SOLUTION; GIVE A PRECISE REASON FOR THE REQUEST.</small>							

Engineering Change Request Instructions

1. **DOCUMENT NUMBER** – Drawing number (Part Number)
2. **REV** – Revision of Document
3. **DASH** – Part number within Document number (i.e. -001, -003)
4. **DRAWING/DOCUMENT TITLE** – Drawing Title
5. **NEXT HIGHER ASSEMBLY** – Optional if known

PART INFO					
1. DOCUMENT NUMBER: 	2. REV 	3. DASH 	3. DASH 	3. DASH 	3. DASH 
4. DRAWING/DOCUMENT TITLE: 		5. NEXT HIGHER ASSEMBLY: 			

Engineering Change Request Instructions

6. **PROGRAM MANAGER** – Name of MEC Program Manager (Optional if known)







7. **QUALITY ENGINEER** – Name of MEC Quality Engineer (Optional if known)

- **DATE:** Date of request

	DATE
6. PROGRAM MANAGER: <input type="text"/>	<input type="text"/>
7. QUALITY ENGINEER: <input type="text"/>	

Engineering Change Request Instructions

- 8. REQUESTER – Person filling out ECR
- 9. REQUESTER PHONE/EXT – Phone/Ext number of person filling out ECR
- 10. NEED DATE – Date needed by
- 11. REQUESTER EMAIL – Email of Requester
- 12. CONTRACT NUMBER – Not Applicable for Suppliers

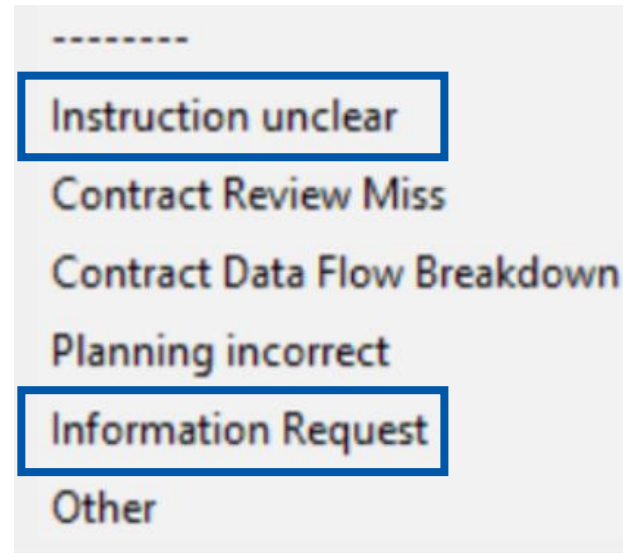
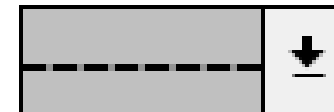
REQUESTER	
8. REQUESTER: 	9. REQUESTER PHONE / EXT. 
10. NEED DATE: 	11. REQUESTER EMAIL: 
12. CONTRACT NUMBER: 	13. REASON FOR ECR 

Engineering Change Request Instructions

13. REASONS FOR ECR drop down menu options for Suppliers

- **Instruction Unclear**: The instructions provided on the purchase order text are not clear or not detailed enough.
- **Information Request**: Request for more information or clarification inclusive of, but not limited to drawing/model or specification interpretations.
 - Note: *This does not apply to questions related to the purchase order text.*

13. REASON FOR ECR



Engineering Change Request Instructions

13. REASONS FOR ECR drop down menu - option for Suppliers

- Other: Select this option if prior reasons do not apply

Suppliers typically submit an ECR for the following reasons:

- Need drawing clarification
- Need specification clarification
- Conflicting information on PO/Drawing/Specification
- Material and dimension issues such as alternate material size and type

13. REASON FOR ECR



Instruction unclear
Contract Review Miss
Contract Data Flow Breakdown
Planning incorrect
Information Request
Other

Engineering Change Request Instructions

14. PO# – MEC Production Order Number or Purchase Order (PO#)

15. QUANTITY – Optional

16. TYPE – Drop down menu select “**Design**”

17. PMO – Optional, if known

18. PROGRAM – Optional, if known

PROJECT		
14. PO#	15. QUANTITY:	16. TYPE
<input type="text"/>	<input type="text"/>	<input type="text"/>
17. PMO:	18. PROGRAM:	
<input type="text"/>	<input type="text"/>	
SCHEDULE IMPACT?		
<input type="checkbox"/> 19. NO	<input type="checkbox"/> 20. YES	21. DATE: <input type="text"/>

Process

Design

Tool

Test

NC Programming

Engineering Change Request Instructions

19. NO - it will not impact schedule

20. YES - it will impact schedule

21. DATE - PO contractual delivery date

SCHEDULE IMPACT?		
<input type="checkbox"/> 19. NO	<input type="checkbox"/> 20. YES	21. DATE: <input type="text"/>

Engineering Change Request Instructions

22. NATURE OF REQUEST


- Completely define the issue, including sketch if necessary. Suggest a solution, give a precise reason for the request. (Use 2nd page if need be)

22. NATURE OF REQUEST COMPLETELY DEFINE THE ISSUE, INCLUDING SKETCH IF NECESSARY. SUGGEST A SOLUTION; GIVE A PRECISE REASON FOR THE REQUEST.

☐

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ENGINEERING CHANGE REQUEST **ER #**
ENGINEERING, PLANNING AND INFORMATION REQUEST

☐ CONTINUATION OF REQUEST ☐ CONTINUATION OF RESPONSE

Engineering Change Request Instructions

- **Save** and **upload** the completed ECR form, in the original **MS Word** format, to the “Uploads to Marvin Group folder” on the Marvin Group Portal
- Requester shall receive an acknowledgement, within two business days of ECR receipt, with an assigned **ECR #**, noting that the ECR work flow has begun
 - Subsequent correspondence must refer to the assigned ECR# for traceability
 - MEC engineering will reach out to requester for clarification of ECR if necessary
- MEC engineering management will review the request, and respond with the accept/reject decision, to proceed with the request, within two business days
- Response is sent to the requestor through the Marvin Group Portal
 - If you do not receive a response through the portal within 5 business days from receipt of acknowledgement, please submit a request for status (include your **ECR#**) to: DocumentControl@marvineng.com