|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. KDA Reference** | |  | | | | |  |
|  | | | | | | |
| **2. Contract, or Purchase Order Number** | | | | **4. Type of Request** | | |
|  | | | | Change of Contract  Engineering Change Request  Nonconformance  Last Time Buy / Obsolete | | |
| **3. Request Number** | | | |
|  | | | |
| **5. Part Number Affected with Revision** | | | | **6. Units Involved (Serial- / Batch number)** | | | **7. Number of Units** |
|  | | | |  | | |  |
| **8. Reference to Technical Requirements, Specifications, Drawing, Data with Revision etc.** | | | | | | | |
|  | | | | | | | |
| **9. Description of Request** | | | | | | | |
|  | | | | | | | |
| **10. Reason for Request** | | | | | **11. Corrective Action** | | |
|  | | | | |  | | |
| **12. Estimated Price Adjustment (+ or -)** | | | | | **13. Change Point (Time or Serial number)** | | |
|  | | | | |  | | |
| **14. Effect on Delivery Schedule** | | | | | **15. Contractor** | | |
|  | | | | |  | | |
| **16. Preferable Request Decision Limit (Date)** | | | | |
| Click or tap to enter a date. | | | | |
| **17. Name and Title** | | | | | | | **18. Date** |
|  | | | | | | | Click or tap to enter a date. |
|  | | | | | | | |
| **19. Final Decision** | | | | | | | |
|  | | | | | | | |
| **20. Date** | **21. Engineering** | | **22. Configuration** | | | **23. Quality Assurance** | **24. Project** |
| Click or tap to enter a date. |  | |  | | |  |  |

*Return the completed form in MS Word (.docx) format.*

Appendix A – BLA-6167 Instructions

* Data fields 1 and 19 through 24 shall be completed by KDA.
* Data fields 2 through 18 shall be completed by the supplier.
* Return the completed form in MS Word (.docx) format.

| **Field** | **Description** | **Mandatory** |
| --- | --- | --- |
|  | KDA Reference: KDA will give a unique identification / registration number. This number shall be used as reference when the part is delivered to KDA (on COC, or advice if no COC is required). | Yes |
|  | Contract or Purchase Order Number: The actual contract or purchase order number. If this form is used for a *Change of Contract*, use the contract number, if not, use the purchase order number.The purchase order references shall include the applicable item line numbers. Add Project Name if applicable. | Yes |
|  | Request Number: Suppliers internal unique request number (for cross reference purpose). | Yes |
|  | **Type of request:** Indicate the type of request:  **Change of Contract:** Check if the form is used for a request to change the contract.  **Engineering Change Request:** Check if the form is used for a request to change the supplier’s documentation, KDA requirements, or a technical request.  **Nonconformance:** Check if the form is used to request approval for a nonconforming product.  **Last Time Buy / Obsolete:** Check if the form is used for last time buy, or obsolete (or both). | Yes, for one and only one of them |
|  | **Part Number Affected with Revision:** Specify part number ordered by KDA and revision of the part. | Yes |
|  | **Units Involved (Serial- / Batch number):** Specify the actual complete serial number(s) or batch number(s). Identify clearly whether “Serial no” or “Batch no” is used. | Yes, for Nonconformance |
|  | **Number of Units:** How many units are affected by the request. | Yes, for Nonconformance |
|  | **Reference to Technical Requirements, Specifications, Drawing, Data with Revision etc.:** Give reference to requirements applicable to this request:  -Supplier’s documentation, or KDA requirements (as applicable) if *Engineering Change Request* is checked.  -Drawing number, and revision if *Nonconformance,* or *Last Time Buy / Obsolete* is checked. | Yes |
|  | **Description of Request:** State clearly the change or deviation to the affected part referenced in block 5. If the Supplier has design authority, state the revised documents with document identification and revision or part number and revision for parts.  **Supplier with design authority shall also state if this request has influence on previously performed verification/qualification.**  Specify if the request has been discussed with KDA and which representative of KDA it has been discussed with, if applicable.  **Change of Contract**: State clearly the change in the contract and document to the contract that have changed. | Yes |
|  | **Reason for Request:** Give a description for the reason to issue this request. If applicable, include information about the origin of the request, i.e. if it is based on a demand from KDA. | Yes |
|  | **Corrective Action:** Describe corrective action (planned or conducted) to prevent reoccurrence. | Yes, for Nonconformance |
|  | **Estimated Price Adjustment (+ or -):** Estimate the price adjustment, up or down. | Yes, for Engineering Change Request |
|  | **Change Point (Time or Serial no.):** State the effectivity, implementation date, batch number or Purchase Order item line number as applicable. | Yes |
|  | **Effect on Delivery Schedule:** Describe effect on the delivery schedule and specially the consequences if a *Nonconformance* is rejected by KDA. | No |
|  | **Contractor:** Name of the company issuing the request. | Yes |
|  | **Preferable Request Decision Limit (Date):** State the latest date when decision from KDA is expected. Format: YYYY-MM-DD. | No |
|  | **Name and Title:** Type in name and title of the supplier’s authorized person issuing this request. | Yes |
|  | **Date:** Date of issue. Format: YYYY-MM-DD. | Yes |
|  | **Final Decision:** State the final decision. | Yes |
|  | **Date:** Date of decision. Format: YYYY-MM-DD.  Return of ECR report from PDM system for Engineering change. Signatures in the PDM-system. | Yes |
|  | **Engineering:** Signature of engineering representative. | Yes |
|  | **Configuration:** Signature of the Configuration Manager of the project | Yes, for Engineering Change Request |
|  | **Quality Assurance:** Signature of the authorized Quality Assurance representative. | Yes |
|  | **Project:** Signature (Final approval of decision) of the Project. | Yes, for Change of Contract or Engineering Change Request |