



Matrix related to Changes

**SW
9 66 58 04**

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1 Preliminary Remark

The SW-Standard was created taking into account the contents of the trigger matrix of VDA Volume 2 " Securing the Quality of Suppliers".

2 Content

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3 Aim and Purpose

Against the background that suppliers are required and agreed with them that changes are to be communicated to SW in advance, an overview or matrix was created.

This matrix of changes represents the various possibilities and classifies them from 1 to 38.

This means that changes can be identified as such based on this company standard and SW can be classified accordingly.

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4 Matrix related to changes

| 1) Is it a change? | | | | | | If customer-specific requirements exist, the agreement is obligatory! | Classification of the change | Integration of SW | | | | | | | | | | | | |
|---|---|---|-----|-----|-----|--|------------------------------|-------------------|---|---|---|--|---|----|----|---|---|--|----|---|
| 2) Does it affect customer's significant characteristics? | | | | | | | | | | | | | | | | | | | | |
| 3) Is the technical interface to the customer affected? | | | | | | | | | | | | | | | | | | | | |
| 4) Type of change? | | | | | | | | | | | | | | | | | | | | |
| 5) Does it affect contract documents (e.g., specifications, customer's drawing, data-sets,)? * | | | | | | 1 | Z | | | | | | | | | | | | | |
| 6) Are fitment, form, function, performance, reliability affected? | | | | | | | | | | | | | | | | | | | | |
| y | n | n | All | y/n | y/n | Change to significant characteristics agreed with the customer for the product, sub-assy., component (electrical/mechanical), process, ...)? | 1 | Z | | | | | | | | | | | | |
| | | | | | | e.g., fixing to the vehicle, electronic parts and/or connections... | 2 | Z | | | | | | | | | | | | |
| | | | | | | Electronic components (see ZVEI "Product/Process Change Notifications - Guideline for Automotive Electronic Components") | 3 | Z | | | | | | | | | | | | |
| | | | | | | Design Mc ** | y | y | y | y | y | e.g., change to design, tooling, | 4 | Z | | | | | | |
| | | | | | | | | | | | | e.g., change to product software (parameters, architecture) | 5 | Z | | | | | | |
| | | | | | | | | | | | | e.g., change to sealing material, change to EMC capacitor, | 6 | Z | | | | | | |
| | | | | | | | | | | | | e.g., change to a dimension not included in the customer's drawing | 7 | Z | | | | | | |
| | | | | | | | | | | | | Change to materials | 8 | Z | | | | | | |
| | | | | | | | | | | | | Change to internal specification or tolerances outside customer's specification | 9 | K | | | | | | |
| | | | | | | | | | | | | Change to internal specification or tolerances but still within customer's specification | 10 | K | | | | | | |
| | | | | | | | | | | | | Change to identification of parts/materials but with unchanged composition | 11 | K | | | | | | |
| | | | | | | | | | | | | Change in early man'ing stages (e.g., pre-drilled dimension for a shaft, wafer location, ...) | 12 | Z | | | | | | |
| | | | | | | | | | | | | e.g., change in process chain (inc. supplier, duplicated production lines, ..) | 13 | Z | | | | | | |
| | | | | | | | | | | | | e.g., change in checks, checking sequence or other reasons, | 14 | Z | | | | | | |
| | | | | | | Process Mc | y | y | y | y | y | e.g., change in hardening parameters, injection temperature, ... | 15 | Z | | | | | | |
| | | | | | | | | | | | | e.g., change in process chain (inc. supplier, duplicated production lines, ..) | 16 | I | | | | | | |
| | | | | | | | | | | | | Prod'n-assembly | Change in no of cavities in tool, progression tools, incremental tools | 17 | I | | | | | |
| | | | | | | | | | | | | | Duplication of production and checking equipment within an existing line | 18 | I | | | | | |
| | | | | | | | | | | | | | New type of machine obtained and installed | 19 | K | | | | | |
| | | | | | | | | | | | | | Change to an existing tool, new equipment, new Poka Yoke | 20 | K | | | | | |
| | | | | | | | | | | | | | Change to process, inc. early manufacturing stages (e.g., as No. 11) | 21 | K | | | | | |
| | | | | | | | | | | | | | Change to setting parameters, production facilities, injection temperature, | np | np | | | | | |
| | | | | | | | | | | | | Testing | Changes in checks; worsened RPN | 23 | I | | | | | |
| | | | | | | | | | | | | | Change to checking method, RPN unchanged/improved, same process | 24 | K | | | | | |
| | | | | | | | | | | | | | Extended checks with no change to method (e.g. larger sample size) | 25 | K | | | | | |
| | | | | | | | | | | | | | Reduction/elimination of check not relevant to the customer (e.g., random sample check) | 26 | K | | | | | |
| | | | | | | | | | | | | Transfer of production | Tools moved from one line to another; lines are the same | 27 | K | | | | | |
| | | | | | | | | | | | | | Movement of equipment in a production plant with no change to the process chain | 28 | Z | | | | | |
| | | | | | | | | | | | | Logistics | y | y | y | y | y | Supplier change, new 2nd supplier, supplier has changed sub-supplier | 29 | Z |
| | | | | | | | | | | | | | | | | | | New carrier or ESP, SLC | 30 | I |
| | | | | | | Customer packing, shipping, invoicing | 31 | Z | | | | | | | | | | | | |
| | | | | | | Internal packing (e.g., plant to plant, within the plant, ...) and suppliers | 32 | K | | | | | | | | | | | | |
| | | | | | | Documents adjusted to status of approved/released product | 33 | Z | | | | | | | | | | | | |
| | | | | | | Doc Mc | y | y | y | y | y | Documents adjusted to status of approved/released product or to correct formal defects | 34 | K | | | | | | |
| | | | | | | | | | | | | Change to documents not product-related (e.g., work instructions, | 35 | K | | | | | | |
| | | | | | | n | n | n | n | n | n | Re-use of tools following 12 or months out of use | 36 | Z | | | | | | |
| | | | | | | | | | | | | Maintenance/overhaul of existing tools/ tools subject to rapid wear (e.g., turning tool, honing tools) | 37 | K | | | | | | |
| | | | | | | | | | | | | Change of compiler version; software tool change affecting customer software (debugger change not relevant here) | 38 | K | | | | | | |

- y Yes
- n No
- np not permitted
- K Involvement of SW not essential (Note: documents must be archived in-house)
- I SW must be informed
- Z SW's agreement required, execution of sampling procedure
- Mc Modification
- ESP External service provider
- SLC Supplier logistics centre (also applies to warehouse)
- RPN Risk priority number from Process FMEA
- * or other authorized production documents provided to SW (e.g., quotation drawing, control plan)