**ENGINEERING CHANGE JUSTIFICATION FORM**

**Purpose Statement:**

*Collins is requiring this form to be completed and uploaded to the SRI’s for drawing change requests which are considered to be a “Convenience” to the supplier. This form provides additional information that will help Collins Aerospace determine impact to you and our customers. This form is required to provide justification and will be reviewed to determine if this change is needed. The more information you can provide to us to make this change per your request will allow us to respond in a timely manner.*

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| **Submittal Instructions:**  |
| Complete Sections A through F and submit this form along with copies of the following documents (if applicable) through the Supplier Request for Information (SRI) system (available on Collins Supplier Portal): |

**[ ]** Current revision of drawing(s) and red-lined drawing depicting the change

**[ ]** Supplier Engineering Change Details

**[ ]** Supporting test data/results

**[ ]** Add/Cancel sheet if there is a change in parts list and/or saleable/repairable parts.

**[ ]** Cost sheet for production and aftermarket if there is a change in parts list.

[ ]  Any other substantiating documentation to help justify the change

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| **SECTION A** |  **Background Information** |
| **Has Collins been made aware of this issue previously?** (Describe any previous discussions or relevant information, including names, of any previous correspondence with Collins regarding this issue. Were you instructed by someone at Collins to submit this request?) |
| **Has a QN/QIM been issued in relation with this request?** (If yes, please provide QN number.) |
| **Purchase order number / line item:**Date which you last shipped this part to Collins:Date of next shipment of this part due to Collins: |

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| **SECTION B** |  **Supplier/Collins part numbers affected** |
| Supplier Part Number | Collins Part Number | Nomenclature (Title) | Application |
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| **SECTION D** |  **Change Requested** |
| **Problem** (Disclose where/how need for change was discovered. Include as much relevant background information as possible.) |
| **Change Description** (Reason and Nature of change. State what is changing and what the change accomplishes.) |
| **Substantiation of change** (Proof that proposed change is necessary, and that new design will perform as well as or better than the existing design. If testing was performed, give results, if testing was not required, explain why.) |
| Define/Quantify **Benefit of Change** and/or adverse effects if not accomplished. |
| If the change is for supplier convenience, please **present a Business Case** for why Collins should accommodate this change. **(Include specific dollar amount of cost savings that will be passed on to Collins)** |
| **Additional Information** (Include any additional relevant information to help justify the need for this change) |

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| **SECTION C** |  **Change Urgency** |
| **[ ]  Priority 1**: DPAS DX rated, customer line stopped, aircraft on ground, risk release of hardware |
| **[ ]  Priority 2**: DPAS DO rated, supplier line stopped |
| **[ ]  Priority 3**: Parts are overdue**[ ]  Priority 0**: Changes that do not fall in the above categories |

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| **SECTION E** |  **Reason Category (check one or more)** |
| **[ ]** Drawing Relief**[ ]** Cost Reduction**[ ]** Product Deficiency**[ ]** Material Availability**[ ]** Manufacturability | **[ ]** Yield/Design Improvement**[ ]** Quality Improvement**[ ]** Additional Sources**[ ]** Lead-time Improvement**[ ]** Other; Explain: |

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| **SECTION F** |  **Change Impact** |
| Please assess if the subject EC proposal impacts or affects the following: |
|  | YES | NO | **If Yes, Explain:** |
| Production Delivery  |  |  | Enter Delivery Impact Date: |
| Product Quality  |  |  | Non-conformance, CAD, MR addressed: |
| Cost (production / aftermarket) |  |  | Include pricing (production and aftermarket) |
| Weight |  |  |  |
| Manufacturability/ Producibility |  |  |  |
| Material |  |  | If Restricted or Highly Restricted Materials are introduced, form HSF-2513.62 must be submitted.  |
| Controlled Materials (ref HS14722) |  |  |
| Acceptance Test Procedure\* |  |  |  |
| Assembly Procedure/Process |  |  |  |
| Parts List |  |  | Include Add/Cancel sheet |
| Saleable or Repairable Parts/Kits |  |  | Include if a reworkable or scrap condition |
| Technical Publications (CMM / SB) |  |  |  |
| Support Equipment (GSE) |  |  |  |
| Envelope, Installation or Customer Interfaces\* |  |  |  |
| Interchangeability |  |  | Include list for sub-components |
| Address field problem |  |  | Include incorporation method (attrition/retrofit) |
| Affect parts in process |  |  |  |
| Reliability/ Maintainability/ Repairability |  |  | Include new reliability guarantee value |
| Flight Safety Parts or Characteristics |  |  |  |
| Key Product Characteristics (ref HSC16199) |  |  |  |
| Electromagnetic Properties |  |  |  |
| Hardness Critical Item |  |  |  |
| Part Number Read Across |  |  | Ensure all PN’s impacted by this change are captured in section B of this form. |