


OSHKOSH™ Supplier Quality General Procedure
Document No.: OSK-P1000
Title: Supplier Change Request (SCR)
Reviewed/Revised: 2/13/2023
Revised/Reviewed by: Jessica Halvorson
Approved By: Supplier Quality Council

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1. PURPOSE:

- 1.1. This procedure provides guidance and clarification on when change management requests are required by Oshkosh Corporation, and provides direction on how change requests shall be structured and submitted to Oshkosh for review and disposition.
- 1.2. In 2017, Oshkosh Corporation transitioned to the new Reliance Software as a full replacement to the old Excel form process. This procedure documents the current process of how to submit changes through Reliance. Requests should **not** use the Excel forms in any way unless submitted on behalf of JLG China or JLG EMEA.

2. SCOPE

- 2.1. This procedure applies to all suppliers of Oshkosh Corporation, both internal and external who are authorized to submit formal change requests on behalf of their organization.

3. REFERENCE:

- 3.1. Oshkosh Reliance Software: <https://supplierquality.oshkoshcorp.com/reliance>
- 3.2. Oshkosh Reliance Training Documents: <https://osn.oshkoshcorp.com/en/supplier-resources/training/quality-management>
- 3.3. Oshkosh Supplier Network Portal (OSN): <https://osn.oshkoshcorp.com/>
- 3.4. Oshkosh Supplier Quality Manual & Forms: <https://osn.oshkoshcorp.com/en/supplier-resources/training/supplier-quality-core-tools>
 - 3.4.1. Global Supplier Quality Manual (GSQM)
 - 3.4.2. PPAP Workbook (OSK-F2000)
 - 3.4.3. Supplier Change Request Excel Form (OSK-F1000)
 - 3.4.4. Supplier Change Request Excel Form Training (OSK-T1000)

4. DEFINITIONS:

- 4.1. Drawing: In this procedure "Drawing" is used as a general term and shall refer to any official document provided by Oshkosh Corporation for the purposes of communicating part requirements.
 - 4.1.1. This shall include, but is not limited to:
 - 4.1.1.1. PDF Drawings
 - 4.1.1.2. DXF files
 - 4.1.1.3. CATIA/CREO models (or equivalent)
 - 4.1.1.4. Oshkosh Standards or Technical Specification documents
 - 4.1.2. In the event an official Oshkosh drawing does not exist, in that instance only, an external document, such as a supplier's own drawing, industry standard, Oshkosh purchase order note, or other reference document may be referenced.
- 4.2. GPSC: Global Procurement and Supply Chain
- 4.3. PPAP: Production Part Approval Process
- 4.4. Process Change: Any change to the process of producing a product that has the potential to impact the fit, form, function, or reliability of the product provided to Oshkosh Corporation.
 - 4.4.1. This shall include, but is not limited to:
 - 4.4.1.1. Change in manufacturing process
 - 4.4.1.2. Change in manufacturing location (including addition of secondary location)
 - 4.4.1.3. Change to source of sub-contracted process or component
- 4.5. Product Change: Any proposed change to the Drawing (as defined above) requirements.
- 4.6. SCRIP: Supplier Cost Reduction Idea Program
- 4.7. Supplier: The first-tier source of supply to Oshkosh Corporation
 - 4.7.1. In the event a change is driven at the request of a sub-tier supplier, it is the responsibility of Oshkosh's first-tier supplier to submit the request.


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5. PROCEDURE:

- 5.1. Suppliers are responsible to ensure that all products supplied to Oshkosh Corporation meet the requirements of the current released drawing, to the current revision on the purchase order, and as documented in the Oshkosh PPAP (if required).
- 5.2. The Supplier is responsible to formally communicate to Oshkosh Corporation before implementing any change to the process or product, including SCRIP driven changes.
- 5.3. This change request shall occur via the **Change Management** module within the Oshkosh Reliance Software.
 - 5.3.1. In the event the Supplier is a source to a segment of Oshkosh that has not been introduced into the Reliance Software, the supplier shall complete and submit the Supplier Change Request Excel Form instead. The excel form is **not** to be used for any submission through Reliance.
 - 5.3.1.1. The remainder of this procedure will reference the Change Management module within Reliance, however the same requirements apply to segments using the legacy Excel document.
 - 5.3.2. For training in submitting a change management request, reference the Reliance Software training center for walkthrough videos, and reference document T-1000 for assistance in submitting the legacy Excel form.
- 5.4. The Supplier shall create a new document within the Change Management module for each request.
- 5.5. The change request submitted needs to have all required fields filled out. Submissions to Oshkosh that are incomplete with references to "See attached document for information" will be rejected and sent back to the supplier.
 - 5.5.1. The submitted Change Request needs to include sufficient information to be independently reviewed and **must** include any necessary attachments to effectively communicate the change request.
 - 5.5.1.1. Examples: Red lined print, CAD models, photographs, test reports, etc.
 - 5.5.2. In the event a supplier is requesting a specific change that impacts multiple part numbers, the supplier may submit a single deviation request covering all part numbers.
 - 5.5.2.1. To do this, in the "Product Information" section, there is a button to create an "additional record" for each part number affected by the change request. Any change request that affects multiple part numbers will not be reviewed if the additional records are not completed as required.
- 5.6. The change request, whether Product, Process, Temporary, or Permanent, shall not be implemented and deviated parts shall not be shipped to Oshkosh Corporation without receiving official approval via the Change Management submission.
 - 5.6.1. Any informal discussion (email, phone call, etc.) regarding potential changes with any Oshkosh personnel is not considered an official approval.
 - 5.6.2. Certain change requests may require Oshkosh's customer's approval prior to disposition of the change request. It is the supplier's responsibility to ensure communication is initiated with sufficient time for review to avoid potential disruption to Oshkosh production.
 - 5.6.3. Any product shipped to Oshkosh prior to formal approval of the change request is nonconforming and is subject to rejection and return in accordance with the individual Oshkosh segment's nonconforming material process.

Revision Table:

Revision Responsible	Date	Document Change
Eric Barker	1/17/2022	Header: Removed author; Added Revised/reviewed by; Also added Periodic Review
Jessica Halvorson	2/13/2023	Updated links, Header: Reviewed/Revised