



137 W. Forest Hill Avenue
 Oak Creek WI 53154
 PH: (414) 571-5625
 FX: (414) 766-6572



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Supplier Initiated Change Request (SICR)

Supplier Request for Deviation (SRD)

Date:

SICR or SRD #:

This form is to be completed by the Supplier for a proposed deviation or change to a Master Lock/ Waterloo product. The form and samples are to be sent to the appropriate Purchasing Representative.

Supplier Name:	Phone Number:
Supplier Address:	e-mail address:

Affected Parts/ Items:

Drawing Number(s)/Revision:	Attach copy of documents. (includes material certification and compliance documents when applicable)
Affected Part/ Item Number(s):	
Number of Sample(s) sent:	
For SRD ONLY: PO #:	Quantity:

Description/ Details: Temporary (deviation) OR Permanent (change) ---- CIRCLE one

1. Explain the proposed change in detail and attach the pertinent documents.
2. Potential benefits of the change.
3. Test results and supporting documentation.
4. Cost and delivery impact.
5. Current on hand inventory (product and packaging components, if applicable)
6. Proposed implementation date.

Note: Request will be rejected if the "Description of Change" section is incomplete.



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Supplier Initiated Change Request (SICR)

Supplier Request for Deviation (SRD)

Date:

SICR or SRD #:

Approval: Master Lock or Waterloo to Complete:

Purchasing

Reviewed by:

Date Reviewed:

Comments:

Cost & Delivery Impact:

Disposition: Accept Reject

Sourcing

Reviewed by:

Date Reviewed:

Comments:

Cost & Delivery Impact:

Disposition: Accept Reject

Engineering:

Reviewed by:

Date Reviewed:

Comments:

Disposition: Accept Reject

Quality:

Reviewed by:

Date Reviewed:

Comments:

Disposition: Accept Reject



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Supplier Initiated Change Request (SICR)

Supplier Request for Deviation (SRD)

Date:

SICR or SRD #:

Program Manager (FINAL):

Reviewed by:	Date Reviewed:
Comments:	
Program Impact:	
Disposition: <input type="checkbox"/> Accept <input type="checkbox"/> Reject	

Master Lock ECN #: _____

Date Supplier Notified: _____

By Whom: _____