

Guidance notes to complete the Definition Alteration request (DAR) form

Applicable to the Vendors of Siemens Energy

This document shall be used as a guide to complete Definition Alteration request forms for SE.

- A. The DAR form shall be used to request, describe, evaluate and authorize the definition change. Anyone can generate a DAR.
- B. The DAR form must be electronically submitted. The submittal, together with any supporting information shall be sent to the SE quality representative
- C. Please Note : Energy Unique components start with Prefixes LW, TRN, FTR, GTR, AG, DLW, DTRN,LYB, BDE, JRC, NPF, DTRN, DAG, DBDE, DJRC, DLW
- D. It is seen as good practice to copy your SE Buyer, MRPC and Supplier Quality Representative on all electronic communications.
- E. The following Professional positions resources are responsible for working with the suppliers to achieve the desired targets in Quality, Cost and Delivery. They should be made aware of proactive initiatives supplier wishes to pursue:
 - a. Buyer
 - b. Supplier Quality Representative
- F. The requestor is responsible for ensuring manufacturability of the component is not affected by the requested change. Where applicable, the component proving process shall be invoked.

- G. The DAR submittals that do not correct a definition error or improve the component may be refused. SE is not obligated to approve submittals that solely benefit the supplier.

- H. If the Supplier cannot specify a requested change, then the DAR Form is not appropriate. If the Supplier Wishes to pose a question or explore the feasibility of various change options, they need to work through their SE Buyer to explore the issue(s) with SE Engineering. Once a solution is identified, then the DAR should be submitted for formal approval and incorporation into the drawing or specification.

- I. A formal communication of last drawing version will be sent by SE once the DAR is approved and closed.

The requestor shall enter the following data in the DAR Template:

1. SECTION A - REQUESTED BY

SUPPLIER REFERENCE NO - A number allocated by the supplier for tracking purposes.

REQUEST DATE - The date the DAR is sent to SE.

REQUESTOR'S NAME - Name of the individual requesting the change.

PHONE - Supplier contact number and extension.

EXTERNAL SUPPLIER OF SE DESIGNED PART(S) – A supplier who manufactures to a SE definition.

SUPPLIER OF SUPPLIER DESIGNED PART(S) - A supplier who designs and manufactures to a SE specification.

2. SECTION B - SUPPLIER INFORMATION

SUPPLIER (VENDOR) CODE – The supplier (vendor) code shall be entered.

SUPPLIER NAME & ADDRESS – The supplier's company name and full mailing address shall be entered.

SUPPLIER PHONE AND E-MAIL – The supplier's Phone & email shall be entered.

SE CONTACT (SQE) – Personnel (SQE) the supplier is in contact with.

3. CONCESSION / PRODUCTION PERMIT or any other SE document reference number –

Enter any previous concessions, production permits or other reference information to support the request.

4. SECTION C - DEFINITIONS AFFECTED

The requestor shall add the Part number, Design (drawing) number, issue being worked to and description per the title block on sheet one of the Definition. Only ONE Part number per DAR request is permitted.

5. SECTION D - REASON FOR ALTERATION

The requestor shall select one or more reasons for the change request. If OTHER is chosen, a description to be given.

6. SECTION E - BENEFITS AND CONSEQUENCES IF NOT IMPLEMENTED

The responsibility is on the requestor to convince the DAR approver of the need to make the alteration.

The information provided shall therefore be explicit and comprehensive and fully reflect the case for making the change.

The Justification should address the specific Quality, Cost and Delivery impacts based on SE approval of the requested change.

Note: Any savings claimed must be bought off by the SE sponsor.

7. SECTION F - ACTION REQUESTED

Define the proposed alterations. Reference to definition sheets and zones are appropriate. Multiple changes to the same part number may be requested. These are to be clearly identified as they will be considered and answered as individual changes (some may be accepted; some may be rejected).

Note: Alterations shall be clearly described. The reason for the alteration could be phrased as follows for example: "In order to improve the inspection process of xxx, the representation of sections of gaps and holes in component definition yyy must be revised"

Change: Sheet 2, Zone D-4

From: 6.2435 – 6.2465" O.D.

To: 6.24 – 6.25" O.D.

SUPPLIER DESIGNED PARTS – Many changes submitted for Supplier Designed items will not affect the top level SE drawing. In those cases, after briefly describing the proposed change(s), Section F should contain this statement:

"No changes to SE Definitions or Specifications are requested"