



Change Assessment Questionnaire

Published: 08/08/2024

Revision 02

Supplier:	Part Number / Material Code:
Drawing Revision:	Part Name:
Material Supplier:	Material Specification:

Purpose and Scope:

This document provides guidance to determine if a Change Request submittal is required. A change request using the electronic Supplier Change Request (eSCR) process is required if the response to any of the questions identified below is "Yes." The Change Request must be submitted to PG&E at least **6 to 8 weeks** in advance of the proposed introduction using the [eSCR Portal](#).

If only 1 or 2 change types are indicated based on the completed questionnaire, only 1 eSCR submittal would be required. If more than 2 change types are indicated, contact the PG&E eSCR Administrator at eSCRAdmin@pge.com to discuss details before making a submittal. If the change is to an approved design or specification, the eSCR submittal must be accompanied by a revised Design Record.

Copies of completed Questionnaires must be retained by the Supplier whether or not they resulted in an eSCR submittal.

Note that the questions below consider circumstances both during and on completion of the modification / change being proposed.

Change Type:	Question:	Answer:
Plant Site Location	1. Does the new site location currently produce or will produce and ship parts for PG&E?	<input type="checkbox"/> Yes <input type="checkbox"/> No
New or Modified Tools	2. Will parts be produced from new or modified tools (except perishable tools), dies, molds, patterns, etc. including additional or replacement tooling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Production / Tooling Upgrade	3. Has production / tooling been upgraded (to increase the capacity, performance, or change its existing function) or rearranged (sequence of product/process flow)? <ul style="list-style-type: none"> Will the change affect the ability to perform any previous maintenance, inspection, or calibration activities or adversely affect them in any way? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Test Method / Nw Process	4. Does this change involve new or modified test/inspection methods or processes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Manufacturing Process / Components	5. Are there process changes to the components/sub-components of the product manufactured internally or by suppliers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inactive Tooling	6. Are you reactivating your production tool after not being used for the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Part Number	7. Are you assigning a new part number to an existing approved part?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Product Correction or Waiver	8. Are you requesting an engineering waiver to deviate from the expected specification / design? <ul style="list-style-type: none"> Does this change correct a previous waiver to meet the specification? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Product Attributes	9. Are there changes that result in any modification to form, fit, function, appearance, or installation of the product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Software / Hardware	10. Have you changed any software or hardware used in the production of approved material? <ul style="list-style-type: none"> Has the software (e.g. Design, CNC machine type, test equipment, externally produced or commercially available software) or hardware been tested to conditions that meet or exceed current reliability? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No



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Engineering	11. Have any administrative changes been made that are related to design records, specifications, industry standards, regulatory compliance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Raw Material	12. Will this change introduce any revised material spec, material properties, or changes to material heat treatments or processing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Component Material	13. Are other construction materials of component / sub-component being used that were not previously approved? <ul style="list-style-type: none"> Are there changes to the component / sub-component of the product that have not previously been used on approved product? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Sub-Supplier	14. Are you using a new sub-supplier of parts/material/components that affects form, fit, function, appearance, or installation of the product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recall	15. Do you need to notify PG&E that your product / equipment / material is defective or non-conformant and needs to be recalled for repair, refurbishment, or replacement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Product Discontinuation	16. Are you proposing a permanent product discontinuation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintenance / Inspection	17. Are you changing maintenance or inspection requirements that affect the product's / equipment's form, fit, function, appearance, or installation of the product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Packaging/Shipping/ Labeling	18. Is there any change to required labeling, part markings, barcoding, packaging or packaging materials? <ul style="list-style-type: none"> Are you changing any Shipper or shipping methods? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Extraordinary Conditions / Other	19. Do you have any other changes that are not covered by the previous questions? Examples include: <ul style="list-style-type: none"> Natural disasters Ownership / management change Business continuity Certification / qualification Workforce reduction / expansion 	<input type="checkbox"/> Yes <input type="checkbox"/> No