

Supplier Initiated Change Request (SICR)

As agreed on in chapter 4 of Quality Assurance Agreement (QAA), product and process changes have to be announced to Bosch by suppliers prior introduction of the change.

The supplier must provide the agreed quality documentation and obtain the written approval of Bosch in this regard before implementation of the change.

Area of application – Bosch Business Sector Mobility Solution (BBM):

- changes that affect parts and components delivered to plants of BBM
- do not use this process for electronic parts and components. In this case, please send standard PCN to your known contacts at BBM Purchasing

Input by **Supplier**:

- hand-in proposed changes by using the provided SICR Template, plus additional documents (drawings, process flow, schedule, risk analysis, etc.) in order to clearly explain to Bosch the nature and scope of the requested change
- send complete request package via email to the SICR-Single-Point-of-contact: sicr.india@bosch.com

Next steps at **Bosch**:

- review of change request (benefit, risk, effort, customer constraints etc.)
- decide whether to initially accept the change request or decline the proposed change

Output by Bosch:

- in case of acceptance, start official Engineering Change Management Process at Bosch with involvement of supplier
- Information to supplier about decision with completed SICR Template

Acceptance of the Change Request does not mean approval for the implementation of the change !

Supplier Initiated Change Request (SICR) – Guideline for Suppliers

Prior to initiation and forwarding of a Supplier Initiated Change Request (SICR) to Robert Bosch GmbH, the following aspects shall be taken into consideration:

1. Change eligibility for mandatory notification

Before a change request can be made, it has to be checked by the supplier, whether or not the intended change is a notifiable process or product change in accordance with standard and agreed upon regulations (Bosch QAA, supplier internal requirements, legal requirements, automotive standards etc.).

2. Change Risk Assessment and associated time and cost implications

Planned changes in the supply chain (including sub-suppliers) must always be analyzed and safeguarded with respect to the actual/potential risk for the end customer through the Bosch manufactured product. The systematic Bosch change management with risk evaluations and/or corresponding safeguarding will usually lead to substantial time, resource and cost investments (e.g. Product validation testing, risk assessment development, part and product approvals etc.).

3. Derived benefit(s) for Robert Bosch GmbH

Changes must always result in end benefits for Bosch. These benefits may present themselves as quality benefits through technological improvements, financial benefits, occupational health, safety and environment benefits, supply security benefits etc. These benefits must be clearly described and communicated to Bosch in writing.

4. Required documents for Bosch change evaluation

For quick processing of the proposed change, detailed information related to the change have to be provided by the supplier in order to facilitate the Bosch internal change evaluation. This detailed information shall be presented in the format of a supplier presentation.

5. Cost compensation

Prior to any approval regarding a change processing, Bosch will conduct a cost assessment. In the event of a negative result, the proposed change will be rejected. If the change cannot be avoided according to the supplier, Bosch hereby expressly reserves the right to enforce cost claims to fully recover all incurred expenses.

6. Required timing for change communication

Change requests are to be communicated as early as possible, at the latest 6 months before the planned change introduction date. This period might be significant longer dependent on the scope and complexity of the change.