Improsys Fast QMS - Change Management System

Workflow of Change Management Software

Introduction

Improsys is India based productivity and quality solution provider working in the domain of manufacturing, supply chain management and logistics sector. Improsys is headquartered in city of Pune, Maharashtra state is providing business services in the areas of business consulting, corporate training and software development with special focus on productivity, quality, delivery improvements resulting in bottom line improvement for clients and improvement in client customer satisfaction.

With more than 10 years of experience in serving varied satisfied clients ranging from SME to MNC organizations, Improsys client base is located in different parts of the globe. In multiple countries with multiple languages, Improsys team has vast experience in fine tuning system solutions for localised business and cultural requirements.

Team Improsys strives and works with business philosophy of:

"To consistently create value for our customer's stakeholders, by providing cost effective improvement solutions in systems which enable our customers to achieve excellence and sustainable competitive edge, continuous improvement of client organizational prosperity."

Systems Management Processes and International Standards

Improsys firmly believes in system-oriented working and the company philosophy, missions, business objectives, and quality objectives are defined resulting into appropriate operational, security and business continuity policies.

Standard Operating procedures for various business process such as Marketing, Sales, Operations, Admin, Finance, Support which are pre-defined and well documented.

Improsys is certified with Quality management standards ISO 9001:2015 and Information Security Management standards ISO 27001:2013. All systems and procedures are periodically audited for compliance of standards

ISO 27001:2013 Certificate


ISO 27001:2013

AQSR

Certificate of Registration

INFORMATION SECURITY MANAGEMENT SYSTEM

Certificate No. 15226

This is to certify that the Management System of

IMPROSYS

Office 1: Improsys, 14/5, Shivshakti Society, Opposite VDR Cricket Ground, Sai Nagar, Mamurdi, Pune 412101, Maharashtra, India

Office 2: Improsys, A29, Jai Ganesh Vision, Ground floor, Akurdi, Pune 411035, Maharashtra, India

has been found to conform to

ISO 27001:2013

This Certificate is valid for the below scope of services

Design, Development, Implementation and Maintenance of Customized and ready to use Software Products. Provide Software as a Service, Business Management Consulting Training Services, Learning and Advisory Services

Date of Registration	Date of Expiry
25/07/2020	24/07/2021
Re-certification Date	Signed on behalf of AQSR
24/07/2023	

UNITED STATES ACCREDITATION USAC

ISO 9001:2015 Certificate


ISO 9001:2015

AQSR

Certificate of Registration

QUALITY MANAGEMENT SYSTEM

Certificate No. 15225

This is to certify that the Management System of

IMPROSYS

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Re-certification Date	Signed on behalf of AQSR
24/07/2023	

UNITED STATES ACCREDITATION USAC

Information Security Policy and Procedures

Improsys has a well-defined security policy in place. Based on principles of 5S+1 management, Improsys firmly believes in security of Information, Assets, and Improsys Third Party vendors and suppliers. Improsys has compliance with ISO 27001:2015 standard for security of information.

Security of Information

Improsys never shares or accesses customers data with any third-party without client's consent.

Change Management

Every change and new feature are governed by a change management policy to ensure all application changes are authorised before implementation into production. Our Software Development Life Cycle (SDLC) mandates adherence to secure coding guidelines, as well as screening of code changes for potential security issues with our code analyser tools, vulnerability scanners, and manual review processes.

Backup

We run incremental backups every day and weekly full backups of our programs and database in a physical hard disk. The hard disks are maintained in a lock and key arrangement with appropriate access control. Improsys uses iDrive Backup Services for the same. All backups are scheduled and tracked regularly. In case of a failure, a re-run is initiated and is fixed immediately. The integrity and validation checks of the full backups are done.

Information Security Policy and Procedures

Improsys has a well-defined security policy in place. Based on principles of 5S+1 management, Improsys firmly believes in security of Information, Assets, and Improsys Third Party vendors and suppliers.

Encryption

In transit: All customer data transmitted to our servers over public networks is protected using strong encryption protocols. We have enabled HTTPS to all our web connections and mandate all connections to our server use HTTPS protocols, for all connections including web access, API access, our mobile apps, and IMAP/POP/SMTP email client access. This tells all modern browsers to only connect to us over an encrypted connection, even if client types a URL to an insecure page at our site. Additionally, on the web we flag all our authentication cookies as secure.

Security of Assets

We control access to our resources (office, infrastructure and facilities), where accessing includes entry, and utilization, with the help of access cards. We provide employees, visitors with different access cards that only allow access strictly specific to the purpose of their entrance into our office. We maintain access logs to spot and address anomalies. We monitor all entry and exit movements throughout our premises through CCTV cameras deployed according to local regulations. Back-up footage is available up to a certain period, depending on the requirements for that location.

Sr. No.	Market Research Report Name	Publisher	Link
1	COVID-19 Impact on Manufacturing Inventory Software Market, Global Research Reports 2020-2021	Market Study Report	https://www.marketstudyreport.com/reports/covid-19-impact-on-manufacturing-inventory-software-market-global-research-reports-2020-2021
2	Manufacturing Inventory Software Market 2020– Industry Analysis, Size, Share, Trends, Market Demand, Growth, Opportunities and Forecast 2026	QY Research	https://www.newsdistinct.com/manufacturing-inventory-software-market-2020-industry-analysis-size-share-trends-market-demand-growth-opportunities-and-forecast-2026-research-report-by-qyresearch/
3	Manufacturing Inventory Software: Market 2019 Benefits, Forthcoming Developments, Business Opportunities & Future Investments to 2024	Kentucky Reports	https://kentuckyreports.com/2020/04/20/manufacturing-inventory-software-market-2019-benefits-forthcoming-developments-business-opportunities-future-investments-to-2024-bar-code-direct-netsuite-maketracks-sage-software/
4	Global Manufacturing Inventory Software Market Top Players 2019	Investor Opinion, UK	https://investoropinion.co.uk/2020/01/30/global-manufacturing-inventory-software-market-top-players-2019-fishbowl-inventory-quickbooks-dba-intellitrack-infor-iqms/
5	Global Manufacturing Inventory Software Market 2020 Industry Analysis by Size, Share, Growth, Key players, Trends, Recent Development and Forecast Till 2025	Orbis Research, USA	https://primefeed.in/news/161446/global-manufacturing-inventory-software-market-2020-industry-analysis-by-size-share-growth-key-players-trends-recent-development-and-forecast-till-2025/
6	Manufacturing Inventory Software Market Size & Share 2020	3rd Market Reports and Analytics	https://3wnews.org/uncategorised/447897/manufacturing-inventory-software-market-size-share-2020-research-analysis-and-industry-forecast-to-2025/
7	Manufacturing Inventory Software Market, Global Research Reports 2020-2021	Market Research Hub	https://www.marketresearchhub.com/report/covid-19-impact-on-manufacturing-inventory-software-market-global-research-reports-2020-2021-report.html

Improsys Fast QMS - Change Management System

Workflow of Change Management Software

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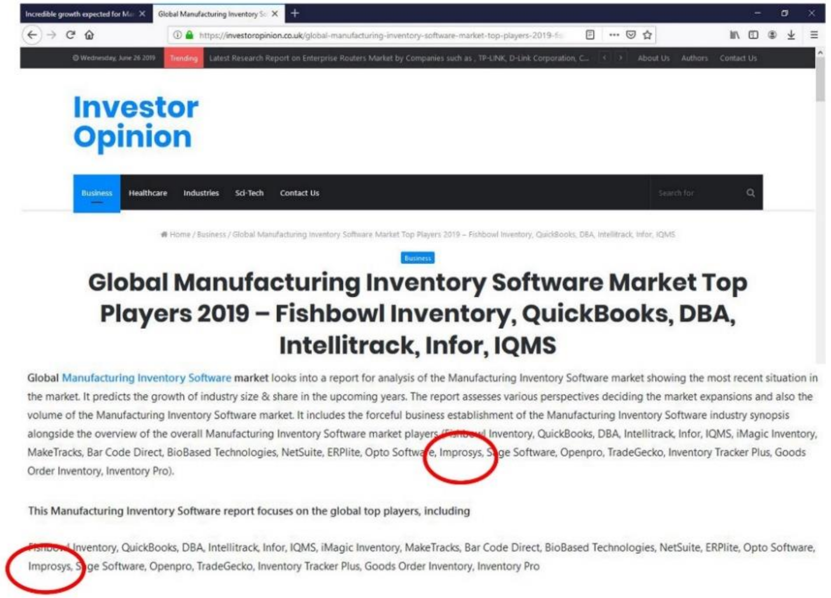
Improsys identified as one of the top players 2019 in Global Manufacturing Inventory Software Market by Investor Opinion


Investor Opinion

Business Healthcare Industries Sci-Tech Contact Us

Global Manufacturing Inventory Software Market Top Players 2019 – Fishbowl Inventory, QuickBooks, DBA, Intellitrack, Infor, IQMS

Global Manufacturing Inventory Software market looks into a report for analysis of the Manufacturing Inventory Software market showing the most recent situation in the market. It predicts the growth of industry size & share in the upcoming years. The report assesses various perspectives deciding the market expansions and also the volume of the Manufacturing Inventory Software market. It includes the forceful business establishment of the Manufacturing Inventory Software industry synopsis alongside the overview of the overall Manufacturing Inventory Software market players Fishbowl Inventory, QuickBooks, DBA, Intellitrack, Infor, IQMS, iMagic Inventory, MakeTracks, Bar Code Direct, BioBased Technologies, NetSuite, ERPlite, Opto Software, Improsys, Sage Software, Openpro, TradeGecko, Inventory Tracker Plus, Goods Order Inventory, Inventory Pro).

This Manufacturing Inventory Software report focuses on the global top players, including

Fishbowl Inventory, QuickBooks, DBA, Intellitrack, Infor, IQMS, iMagic Inventory, MakeTracks, Bar Code Direct, BioBased Technologies, NetSuite, ERPlite, Opto Software, Improsys, Sage Software, Openpro, TradeGecko, Inventory Tracker Plus, Goods Order Inventory, Inventory Pro

The Report is available on following link

https://investoropinion.co.uk/global-manufacturing-inventory-software-market-top-players-2019-fishbowl-inventory-quickbooks-dba-intellitrack-infor-iqms/

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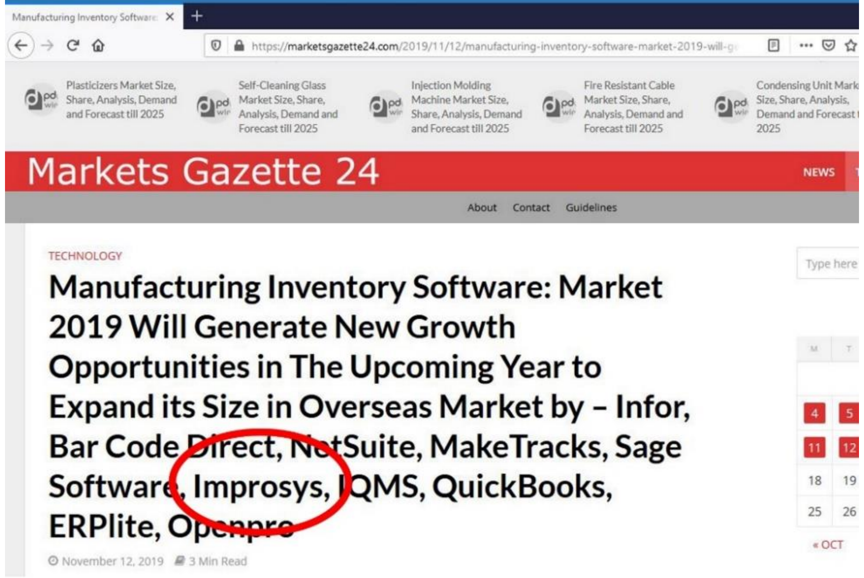
Improsys identified as one of the top players in Manufacturing Inventory Software Market by Markets Gazette 24


Markets Gazette 24

About Contact Guidelines

TECHNOLOGY

Manufacturing Inventory Software: Market 2019 Will Generate New Growth Opportunities in The Upcoming Year to Expand its Size in Overseas Market by – Infor, Bar Code Direct, NetSuite, MakeTracks, Sage Software, Improsys, IQMS, QuickBooks, ERPlite, Openpro

November 12, 2019 3 Min Read

The Report is available on the following link

https://marketsgazette24.com/2019/11/12/global-contraceptive-market-latest-industry-growth-trends-and-future-scenario-to-2026/

Improsys Fast QMS - Change Management System

Workflow of Change Management Software

Simplicity and User friendliness.

Helps to improve your daily routine work and pending task.

Improves your productivity by avoiding the repetitive task.

All relevant data at ease. Faster data retrieval.

Designed for manufacturing environment.

No jargons. Simple language used.

Knowledge of Google Search and Email is just sufficient to operate.

Only business knowledge required to operate.

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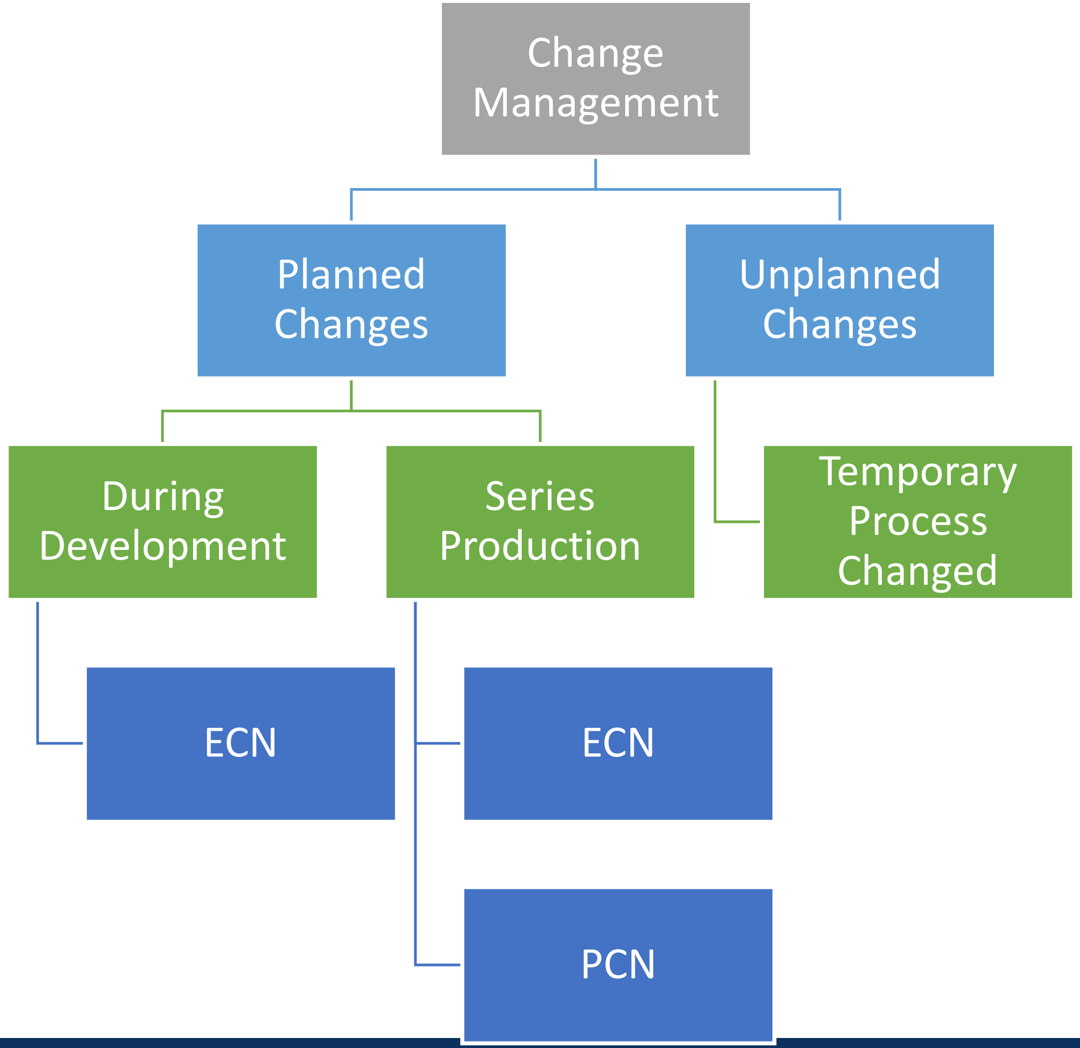
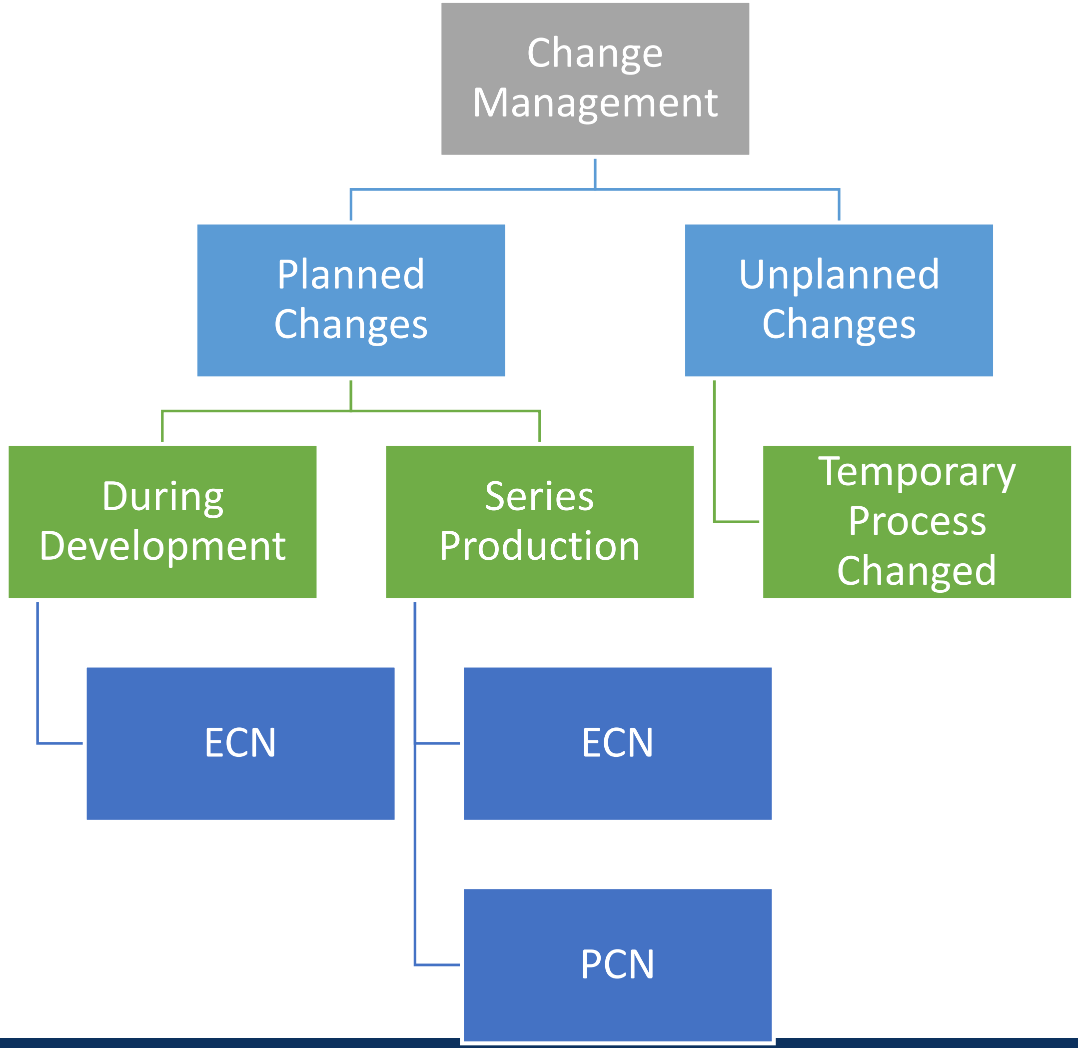
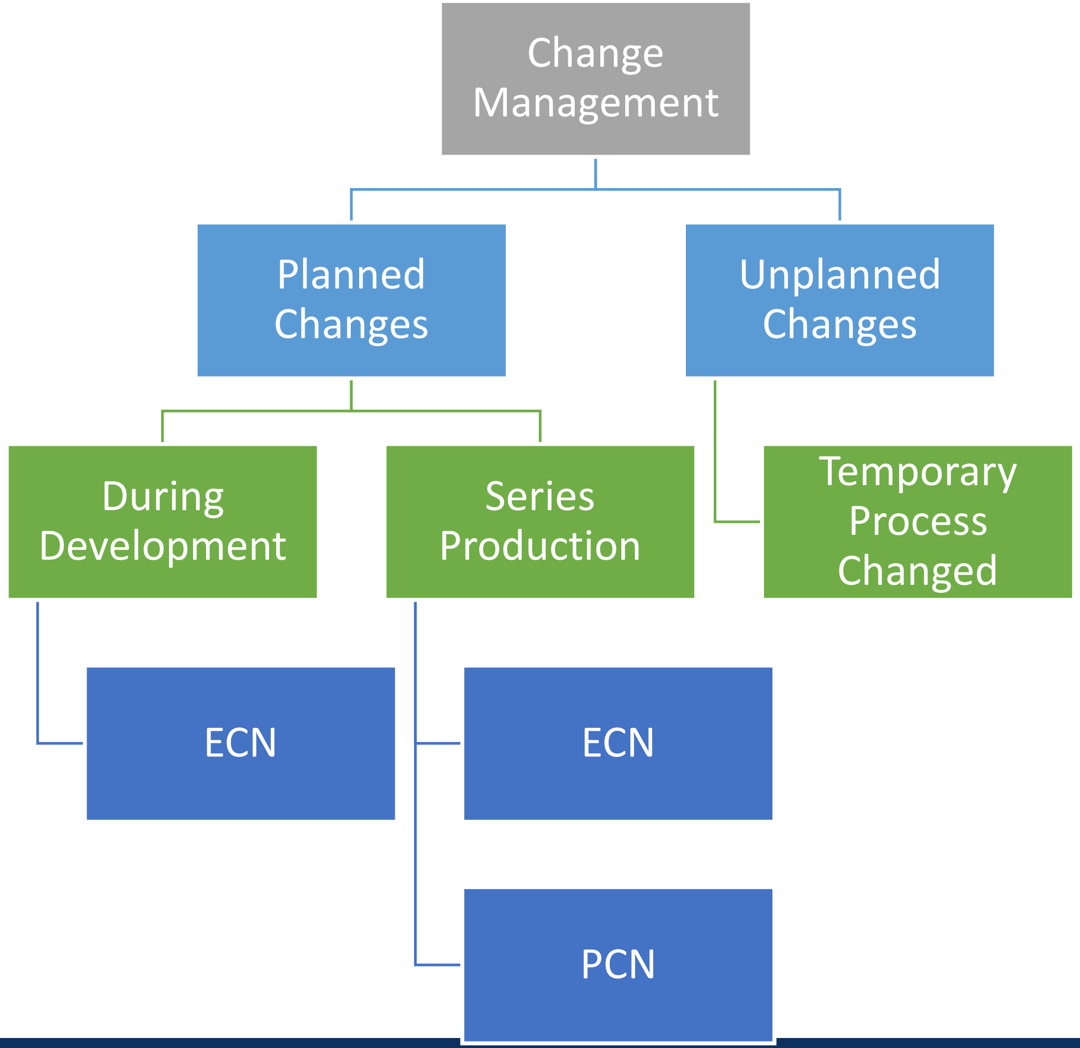
Change Management Flow- Software



Change Management Flow- Software



Change Management Flow- Software



Change Status Tracking Dashboard

New Change Request +

27	0	0	0	0
Draft	In-Progress	Rejected	Verified and Approved	Closed

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Change Management Activity Dashboard

New Change Request

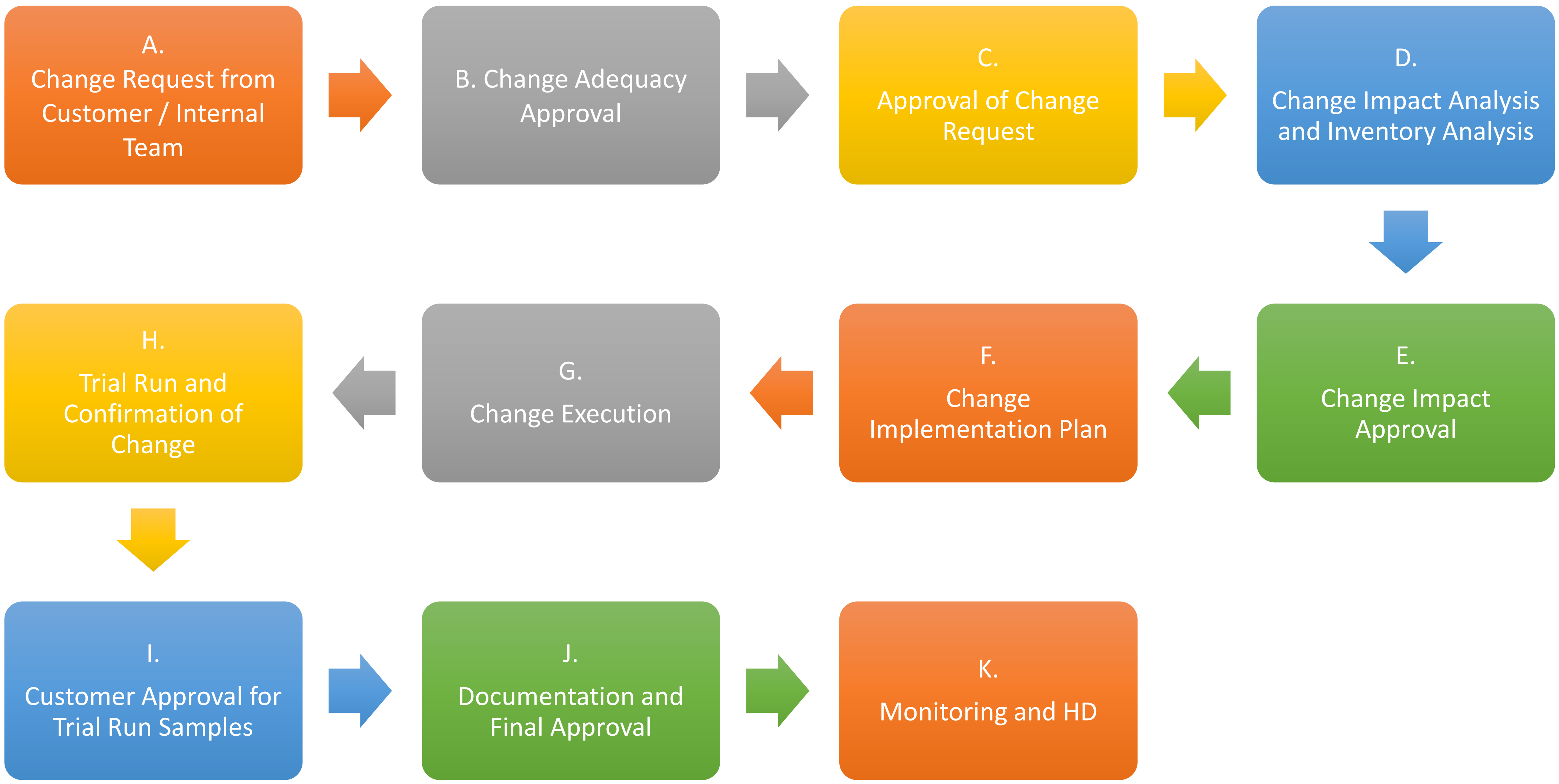
lo.	Date	Due Date	Request No	Customer Name	Proposed Modification Details	Current Status	Priority	No. Of Day	View Status
	10/Apr/2021	13/Aug/2021	CH/00021/21-22/00	Varroc Polymers	Change in fillet radius of headlight	In-Progress	High	20	View Status
	07/Apr/2021	26/Jun/2021	CH/00020/21-22/00	Varroc Polymers	Design Change	Approved	Medium	24	View Status
	10/Jan/2021	23/Mar/2021	CH/00015/21-22/00	Varroc Polymers	Proposed Modification Details	Closed	High	6	View Status

Dashboard to track and perform actions on the change request.

By clicking on view status user can view the different stages and perform actions accordingly.

Improsys Fast QMS - Change Management System

Workflow of Change Management Software



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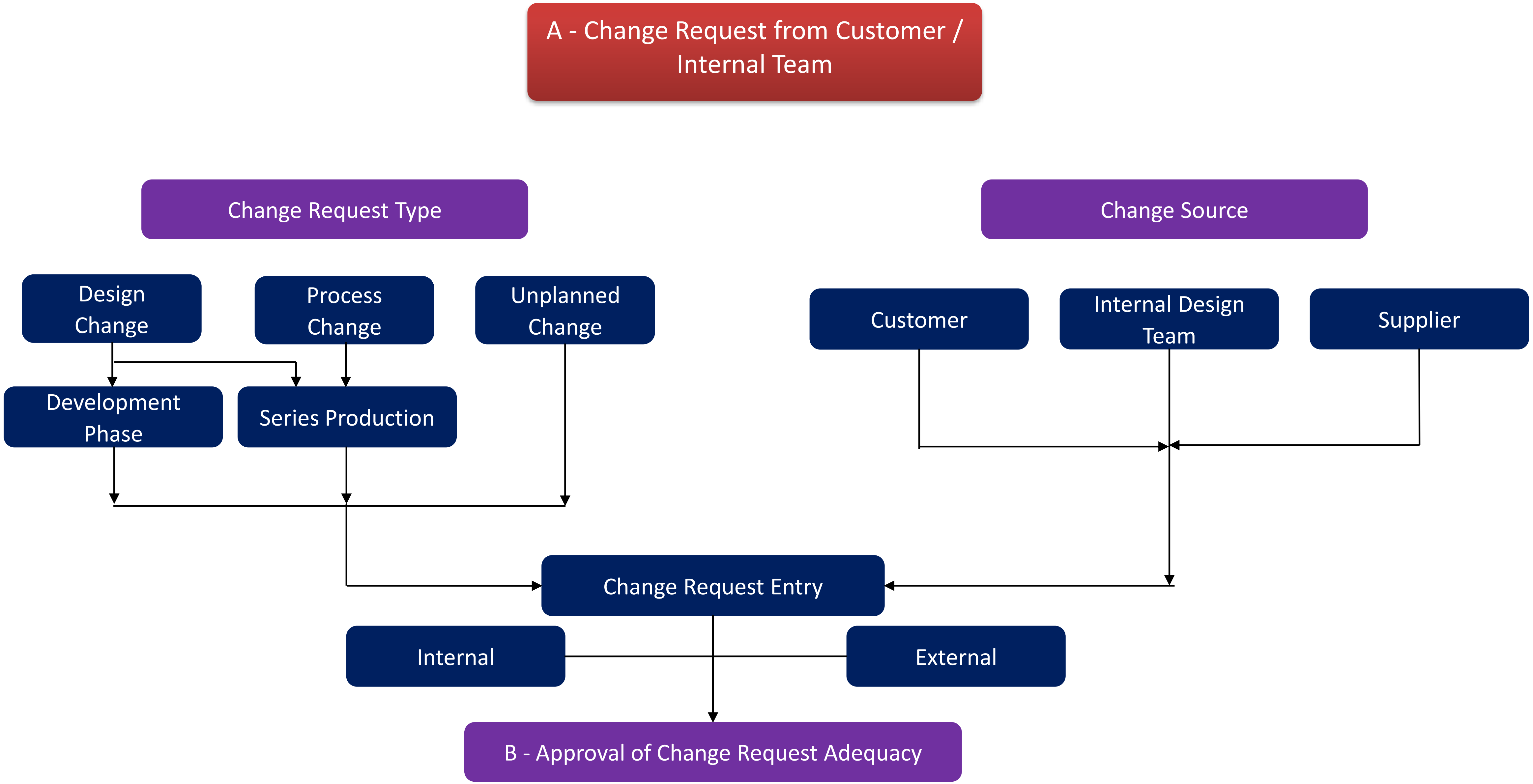
Workflow of Change Management Software



Change Entry

Change Initiation Details

Select Change Type: Design Change / Process Change / Unplanned

Change Request No.: ECN/00002/21-22/00

Status: Draft

Changes Sub Types: Development Changes

Change Request Date: 05-May-2021

Scheduled End Date: 05-May-2021

Severity: High

View: Internal

Source of Change: Select

Source Name (Search By Name):

Search By Code:

Purpose Of Change: (Tick Whichever Applicable)

- Part or Product Specification Changes — Enter Remark if applicable
- Appearance changes — Enter Remark if applicable
- Raw material Spec change — Enter Remark if applicable
- SAP / BOM changes — Enter Remark if applicable
- Packaging — Enter Remark if applicable

Change Title:

Save

Source of change:
1. Customer
2. Supplier
3. Internal

Purpose of change reasons can be maintained in a master data and can be added any point of time.

Change request no will be auto generated based on the type of change selected

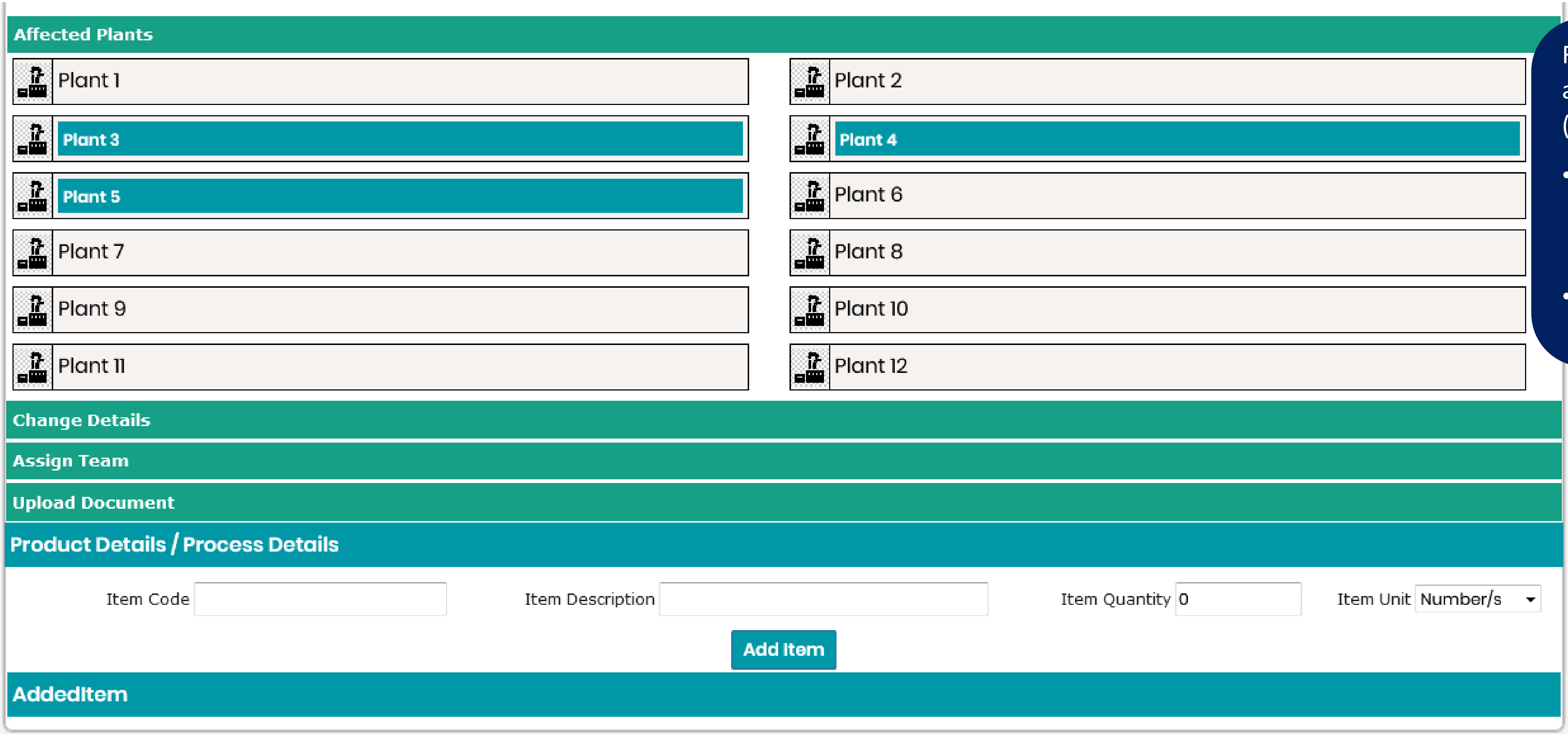
Select source name easily through google like search option through name or code.

Entry Screen Contd...

Improsys Fast QMS - Change Management System

Workflow of Change Management Software

Change Entry Contd.....



Facility to select affected plants (internal)

- Auto Selection of plant based on user
- Multi Plant selection

Change Entry Contd…..

Affected Plants

Change Details

Assign Team

R&D Dept.	Program Management	Central Quality Dept.
ARCHANA NIPHADKAR	GUEST USER	ANSHUL GOEL
ASHISH NANDEKAR	MUKUND JOSHI	BAGADE ANUP
DINESH SALUNKHE	SIDDHARTHA SAHA	DILIP MENON
MEDHA LAD	SUJIT BHADANE	EJAZ SAYYED
NEHA KULKARNI	SWAPNIL BADGUJAR	GNANARAJ SAMUEL
Abhijit Patil	UNMESH BHAVE	HARIOM SHARMA
	VINOTH MILLER	Harsiddh Jani
		KEDAR GARUD
		MAHESH SURVE
		ABHIJIT MOKHARE

Regional Head	Plant Head	Plant Quality
Nambirajan G.	PRACHI VICHARE	Abhijit salodkar
PAWAN KUMAR	P. SARVANAN	ANUP BAGADE
DINESH PAWAR	SHIVANAND WAGADARI	DEBDULAL MAITY
PRASANTA KUMAR PRADHAN	UDAYKUMAR SALUNKHE	PIYUSH VAGHASIYA
PRIT SHAH	UMESH BUSRE	RAJENDRA DESAI
SAMPATH KUMAR		RANJEET SUBANDH
SANJAY PAWAR		
SANTOSH UTEKAR		

CFT Team Formation

Selection of users from different departments from master database.

Change Entry Contd…..

Affected Plants

Change Details

1. Existing Description

Upload File Browse... No file selected.

2. Proposed Description

Upload File Browse... No file selected.

3. Benefits of Change

Upload File Browse... No file selected.

4. Services Affected

Upload File Browse... No file selected.

Change Details

Facility to enter change details with facility to upload documents against each detail.

Points in change detail are fetched dynamically from master database.

Change Entry Contd…..

Change Details

Assign Team

Upload Document

1. **Customer Approval Evidence** (Mandatory)

Upload File Browse... No file selected.

2. **Initial CFT Meeting MOM Document** (Mandatory)

Upload File Browse... No file selected.

Change Entry Contd…..

Integration with SAP for part no and Bom data exchange.

Facility to select Part from existing BOM and add it to change request.

Change Entry Contd.....

Facility to add affected Customers against each part no.

Facility to add remarks / notes against part no.

Sr No	Item Code	Item Description	Quantity	UoM	Affected Customers	Specification	Notes	Upload Docs	Edit
1	ALFALEDT	Examination Light:(Observa)	1	Nos	Affected Customers	Specification	Notes	Upload Docs	Edit

Save & Exit

Facility to enter expected changes in specifications

Facility to upload documents (E.g. drawings, photographs, etc).

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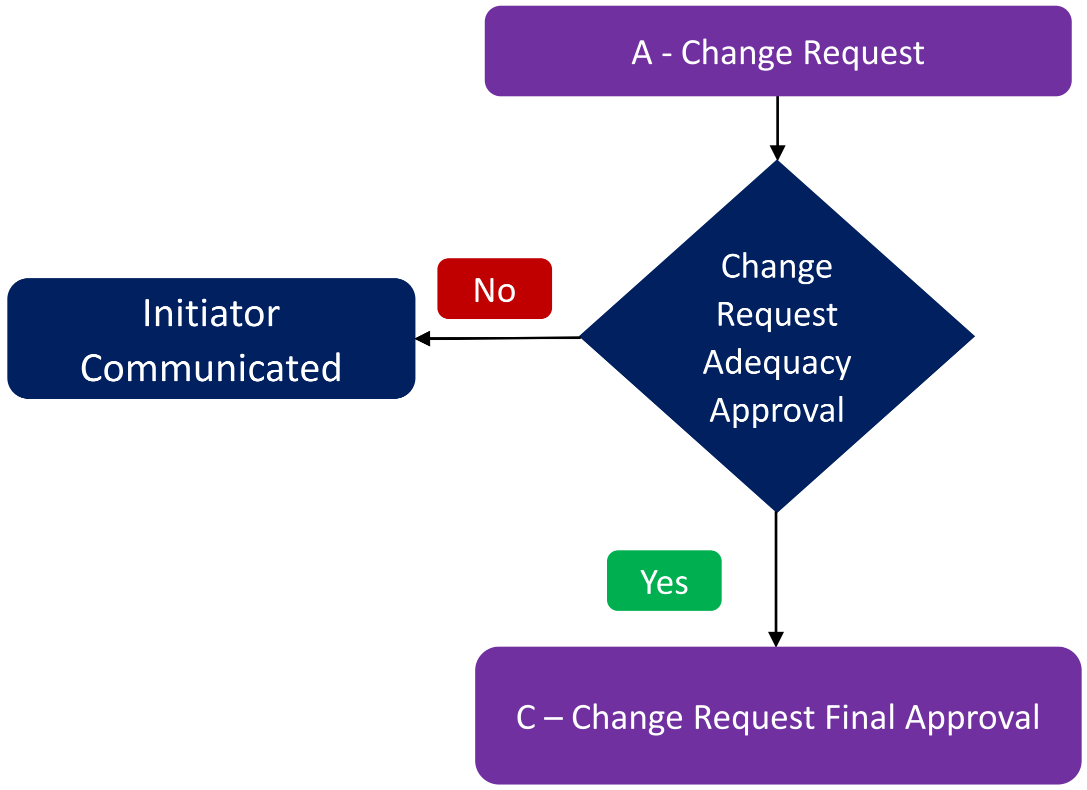
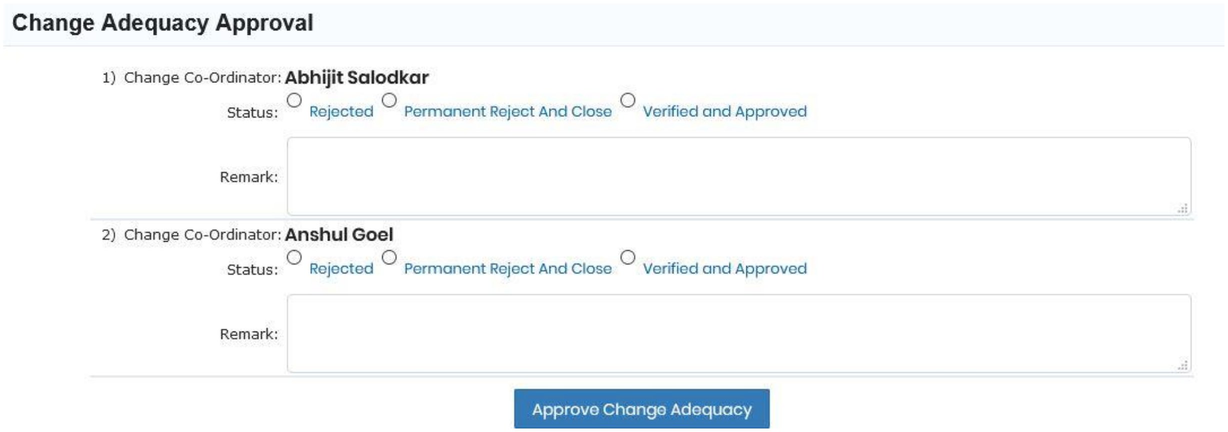
Workflow of Change Management Software

B - Approval of Change Request Adequacy



Adequacy confirmation by Change management Co-Ordinator



B - Approval of Change Request Adequacy

Change Adequacy Approval

1) Change Co-Ordinator: **Abhijit Salodkar**

Status: ○ Rejected ○ Permanent Reject And Close ○ Verified and Approved

Remark:

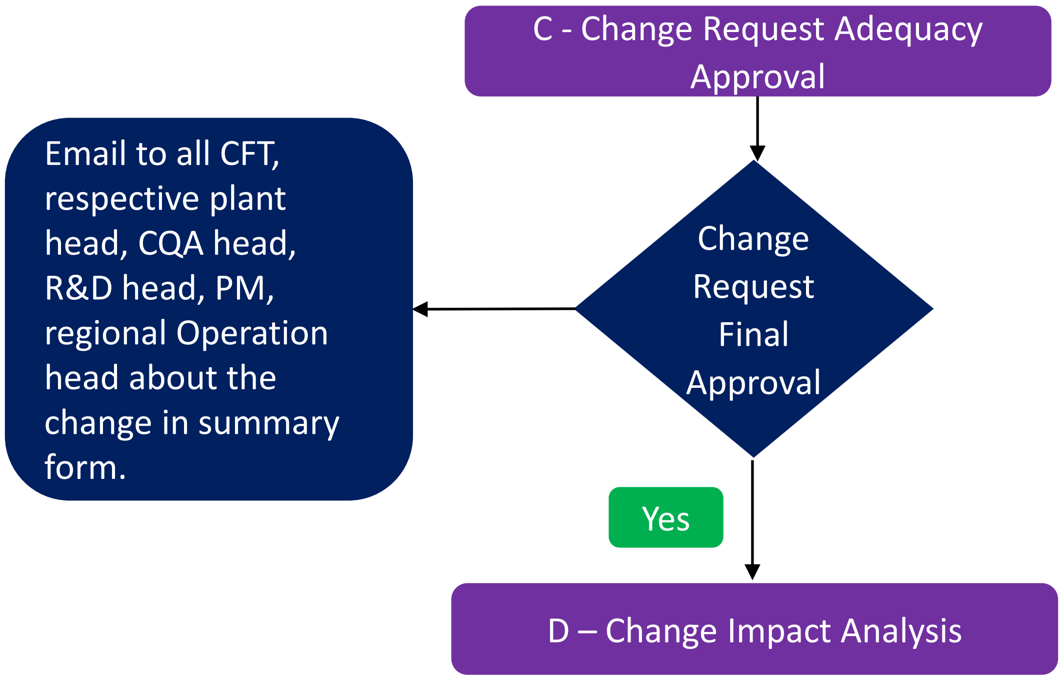
2) Change Co-Ordinator: **Anshul Goel**

Status: ○ Rejected ○ Permanent Reject And Close ○ Verified and Approved

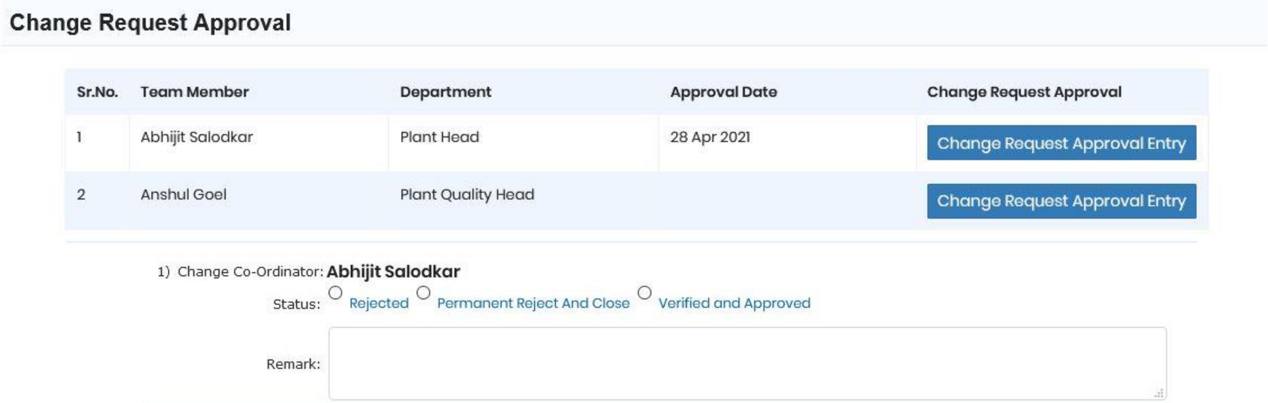
Remark:

Approve Change Adequacy

C – Final Approval of Change Request



1. Final request approval by Plant head/ Plant Quality head
2. PM or DQ incase of Development Changes



Change Request Approval

Sr.No.	Team Member	Department	Approval Date	Change Request Approval
1	Abhijit Salodkar	Plant Head	28 Apr 2021	Change Request Approval Entry
2	Anshul Goel	Plant Quality Head		Change Request Approval Entry

1) Change Co-Ordinator: **Abhijit Salodkar**

Status: ○ Rejected ○ Permanent Reject And Close ○ Verified and Approved

Remark:

C – Final Approval of Change Request

Final Approval of Change Request

Status: ○ Rejected ○ Permanent Reject And Close ○ Verified and Approved

Remark:

Save changes

Sr.No	Status	Notes Description	Update Date	Updated By
1	Verified and Approved	Save changes	08 Jun 2021	ARCHANA NIPHADKAR

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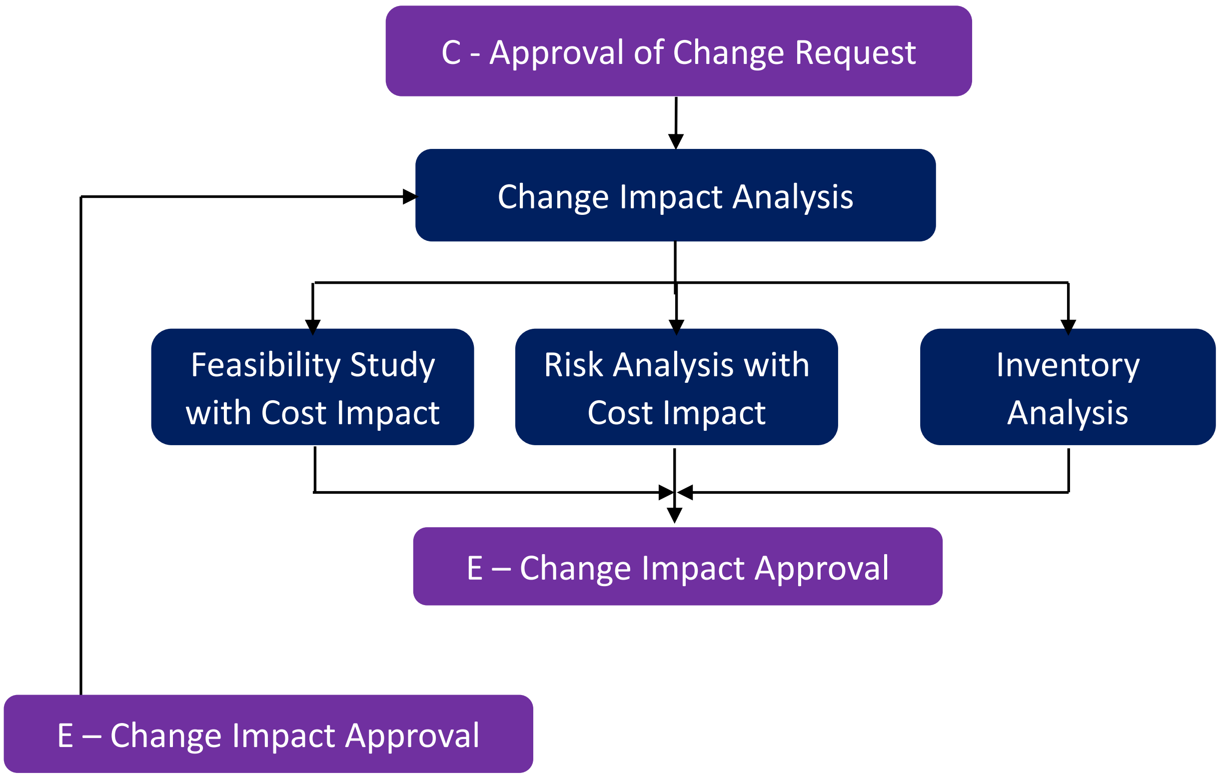
Workflow of Change Management Software

D - Change Impact Analysis (Feasibility, Risk Analysis, Cost Effect)



RACI Chart

Action	R	A	C	I
Review & approve or reject the change	1. Initiator	1. Initiator	1. Engineering 2. Change Manager	1. Plant QA Head 2. Plant Head

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Change Impact Analysis (Feasibility with Cost Impact)

Feasibility Analysis

Sr.No.	Team Member	Department	Feasibility Date	Feasibility Analysis Entry
1	Abhijit salodkar	Design	28 Apr 2021	Feasibility Analysis Entry
2	ANSHUL GOEL	R&D		Assign Feasibility Target Date

Selected Team Member : **Abhijit salodkar** Department : Design

1) Feasibility Point : **Is the change happening in-house?**

Applicability : Yes No

Add Remarks: Add Remarks

Cost Impact (in Rs.): 20000

Upload Document: Browse... No file selected.

Standard Questions department wise, Yes / no answers Feasibility can be added to master database.

Commercial impact against each question.

Team members from defined CFT team can perform feasibility analysis against the change request.

Change Impact Analysis (Risk Analysis with Cost Effect)

Risk And Impact Analysis

Sr.No.	Team Member	Department	Risk Analysis Date	Risk And Impact Analysis Entry
1	Abhijit salodkar	R&D	28 Apr 2021	Risk And Impact Analysis Entry
2	ANSHUL GOEL	CQA		Risk And Impact Analysis Entry

Team members from defined CFT team can perform risk analysis against the change request.

Selected Team Member : **Abhijit salodkar** Department : R&D

Risk assessment points can be added to master database.

1) Risk Assessment Points : **Can the product be manufactured to tolerance specified in drawing?**

Applicability : ◉Yes ○No

if No Please Specify The Reason OR if Yes Mention The De-Risking Action : if No Please Specify The Reason

Facility to define de-risking action, responsibility, target date and upload evidence.

Responsibility : dinesh

Target Date : 28-Apr-2021 Cost Impact (in Rs.): 20000

Commercial impact against each question.

Document Category & Attachments : Browse... No file selected.

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Analysis of in-hand inventory due to change

Inventory Impact Analysis

1) Applicable stages: **Customer End**

Use as it is : 1 Scrap: 2 Rework: 3 Total Qty: 6

Responsibility : abhijit Target Date : 28-Apr-2021

Remark: Need to perform actions as planned.

2) Applicable stages: **In-Transit**

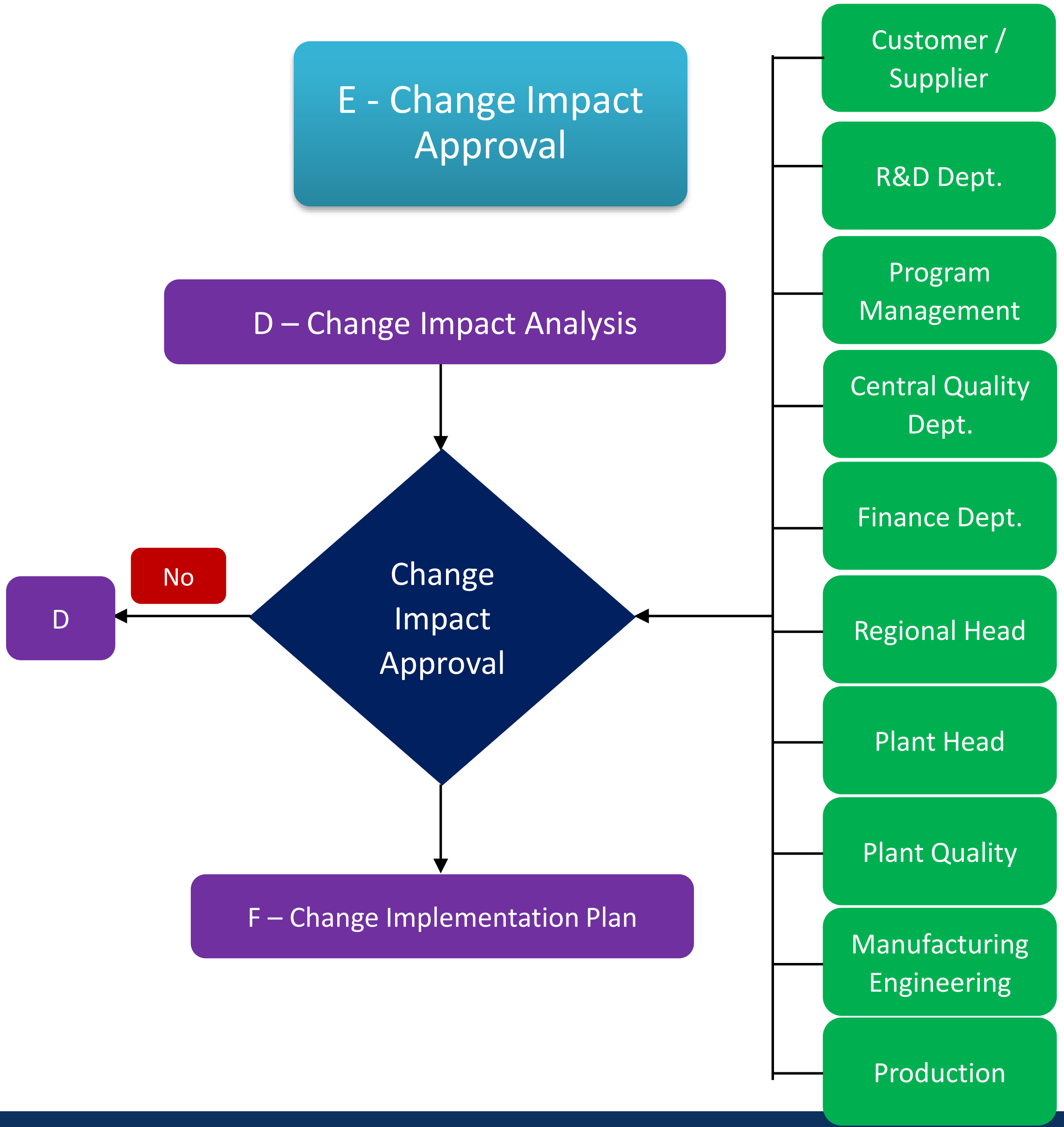
Use as it is : 1 Scrap: 2 Rework: 3 Total Qty: 6

Responsibility : anup Target Date : 28-Apr-2021

Remark: Need to perform actions as planned.

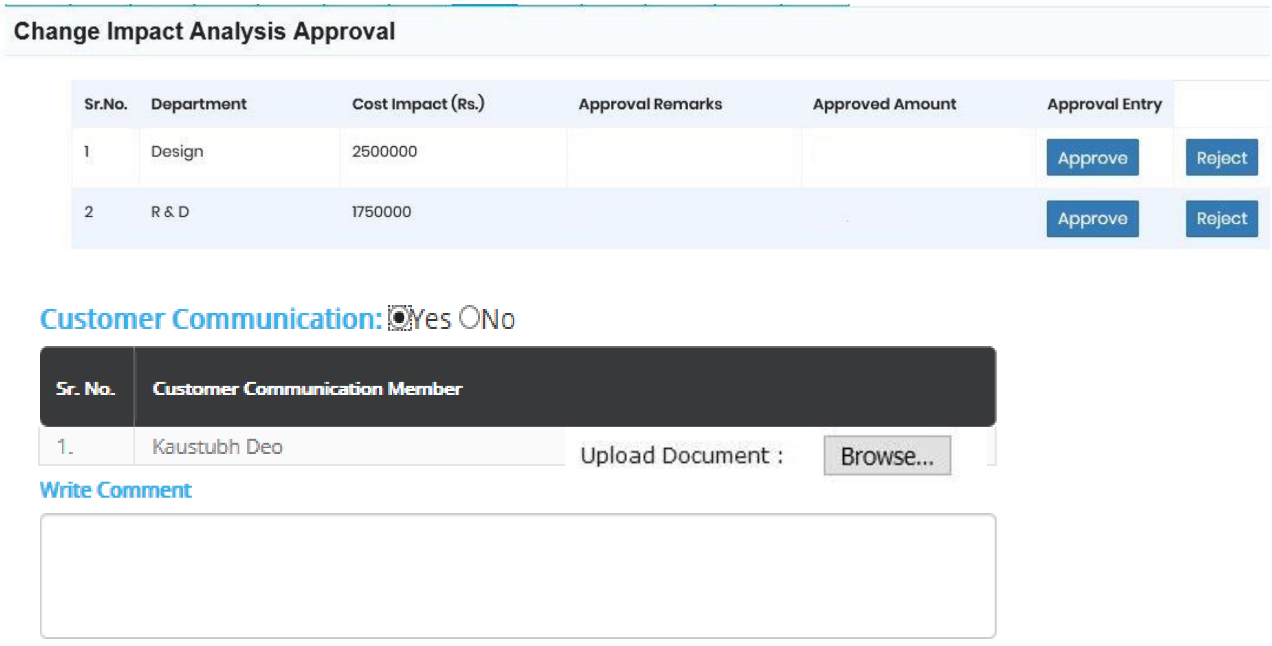
Inventory impact done for following cases

- a. Customer End
- b. In Transit
- c. Varroc FG
- d. Varroc WIP
- e. Varroc RM
- f. Supplier End



Department wise cost impact summary will be approved.

Facility is provided to update the approved amount with remarks.



Change Impact Analysis Approval

Sr.No.	Department	Cost Impact (Rs.)	Approval Remarks	Approved Amount	Approval Entry	
1	Design	2500000			Approve	Reject
2	R & D	1750000			Approve	Reject

Customer Communication: Yes No

Sr. No.	Customer Communication Member
1.	Kaustubh Deo

Upload Document : Browse...

Write Comment

In case of commercial impact, BU head will approve the final change request sheet.

E - Change Impact Approval - Feasibility

Selected Team Member : **EJAZ SAYYED** Department : Central Quality Dept.

1) Risk Assessment Points : **Does the change happening in-house?**

Applicability : True

Document Category & Attachments: Attachments

Reason / De-Risking Action : **Does the change happening in-house - Yes**

Status: Rejected Permanent Reject And Close Verified and Approved

Cost Impact(in Rs.): 1500

Remark:

2) Risk Assessment Points : **New machine required**

Applicability : True

Document Category & Attachments: Attachments

Reason / De-Risking Action : **CQA - New Machine needs to be purchased.**

Status: Rejected Permanent Reject And Close Verified and Approved

Cost Impact(in Rs.): 250000

Remark:

E - Change Impact Approval - Risk

Risk And Impact Analysis Approve

Sr.No.	Team Member	Designation	Analysis Date	Approve
1	ASHISH NANDEKAR	R&D Dept.	06 Oct 2021	Risk Analysis Approve
2	DEBDULAL MAITY	Plant Quality	06 Aug 2021	Risk Analysis Approve
3	EJAZ SAYYED	Central Quality Dept.	06 Aug 2021	Risk Analysis Approve
4	PRACHI VICHARE	Plant Head	06 Aug 2021	Risk Analysis Approve

Selected Team Member : **EJAZ SAYYED** Department : Central Quality Dept.

1) Risk Assessment Points : **Effects product safety / fatigue / human safety**

Applicability : True

Document Category & Attachments: Attachments

Reason / De-Risking Action : **Reason for risk**

Responsibility : DILIP MENON

Target Date: 23 Jun 2021

Status: ○ Rejected ○ Permanent Reject And Close ○ Verified and Approved

Cost Impact(in Rs.): 26000

Remark:

Save changes

E - Change Impact Approval

Change Impact Approval

Sr.No.	Department	Cost impact (Rs.)	Approved Amount
1	Central Quality Dept.	282500	31000
2	Plant Head	625000	25000

Close

F - Change Implementation Plan

E – Change Impact Approval

Change Implementation Plan

G – Change Execution

RACI Chart

Action	R	A	C	I
Amend project plans & Issue log as applicable	1. Change Manager	1. Change Manager 2. BU QA	1. Plant QA Head 2. Plant Head	1. Initiator 2. Engineering

Change Implementation Plan

Change Implementation plan

Of Da

Sr.No.	Activity	Responsible	Target Date	Applicable yes/No ☐
1	01. Change Initiation by Customer / Inhouse/Supplier ECN/PCN Request	anup	30-Apr-2021	☑
2	02. CFT Formation	Select		☐
3	03. Feasibility and Risk analysis (Economic, Sociological, Technological, Legal and Environmental)	Select		☐
4	04. CFT Approval	Select		☐
5	05.Implementation Plan for ECN/PCN	Select		☐
6	06. Modification of Design/ Drawing/ Specifications and release	Select		☐
7	07. DFMEA if applicable	Select		☐

Facility to define applicable activities for the change and define responsible person and target action against the activity.

Activity list can be changed and new activity can be added any point of time from Activity Master.

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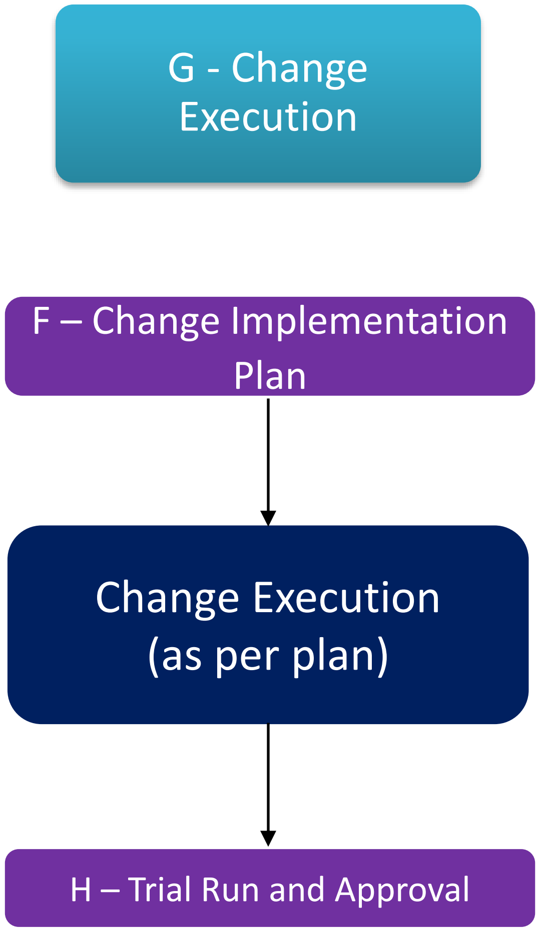
Workflow of Change Management Software



RACI Chart

Action	R	A	C	I
Update change log	1. Change Manager	1. Initiator		1. Plant QA Head 2. Plant Head 3. Engineering 4. BU QA

Change Execution (as per plan) – Status Update

Change Implementation Status Update

1)
Activity : 01. Change Initiation by Customer / Inhouse/Supplier ECN/PCN Request
Responsible : DINESH SALUNKHE
Completion Date : 30-Apr-2021 Upload Document : Browse... Target Date : 28-Apr-2021
Comment : Initiation completed. Forwarded for approval.

2)
Activity : 02. CFT Formation
Responsible : GUEST USER
Completion Date : 30-Apr-2021 Upload Document : Browse... Target Date : 28-Apr-2021
Comment : CFT Team formation completed. Everyone notified about change.

3)
Activity : 03. Feasibility and Risk analysis (Economic, Sociological, Technological, Legal and Environmental)
Responsible : DINESH SALUNKHE
Completion Date : 01-May-2021 Upload Document : Browse... Target Date : 28-Apr-2021
Comment : In progress.

Update status of applicable activities as defined in the Planning stage.

Facility to Upload evidences while closing the points

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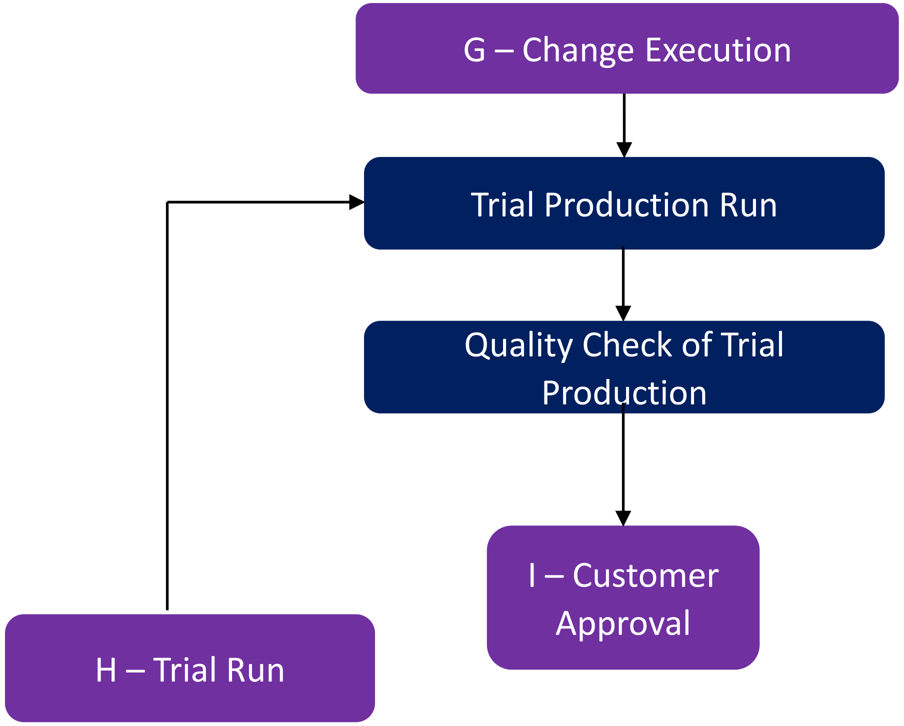
Workflow of Change Management Software

H - Trial Run



RACI Chart

Action	R	A	C	I
Update change log	1. Change Manager	1. Initiator		1. Plant QA Head 2. Plant Head 3. Engineering 4. BU QA

Quality Check of Trial Production

1) Change Implementation Evidence: **Statistical Comparison**

Status: ○ Rejected ○ Permanent Reject And Close ○ Verified and Approved

Before: Upload Document : Browse...

After: Upload Document : Browse...

2) Change Implementation Evidence: **Dimensional Comparison**

Status: ○ Rejected ○ Permanent Reject And Close ○ Verified and Approved

Before: Upload Document : Browse...

After: Upload Document : Browse...

- Upload evidences while closing the points
- Before / after comparison (verification of benefits)
  - Picture
  - Statistical comparison
  - Dimensional comparison
  - Performance comparison or
  - Financial comparison…etc

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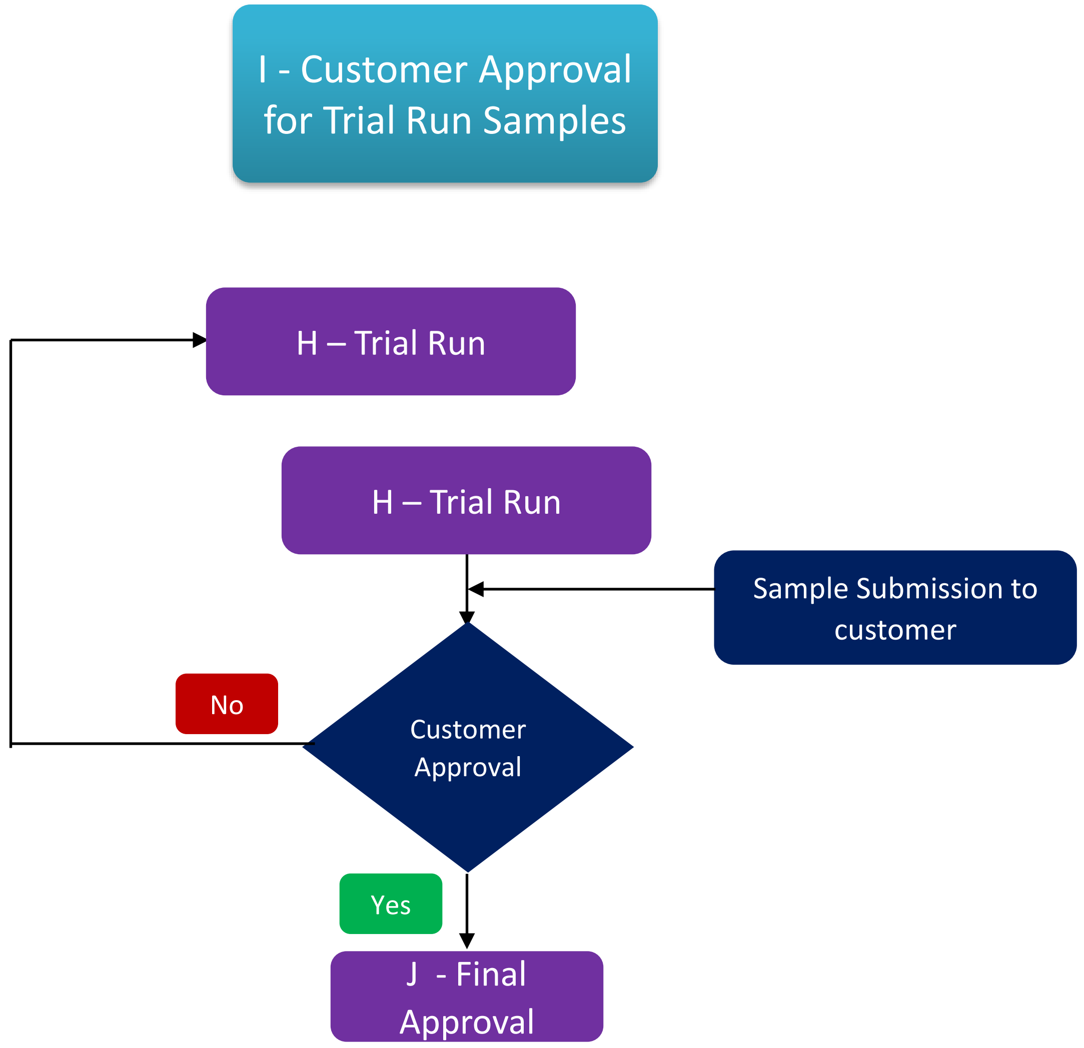
Workflow of Change Management Software



RACI Chart

Action	R	A	C	I
Update change log	1. Change Manager	1. Initiator		1. Plant QA Head 2. Plant Head 3. Engineering 4. BU QA

Customer Approval and Documentation

Customer Approval and Evidence

1) Activity : Sample approval from Customer

Responsible : DINESH SALUNKHE

Completion Date : 30-Apr-2021 Upload Document : Browse... Target Date : 28-Apr-2021

Comment : Comment 1

2) Activity : PPAP Approval

Responsible : GUEST USER

Completion Date : Upload Document : Browse... Target Date : 28-Apr-2021

Comment :

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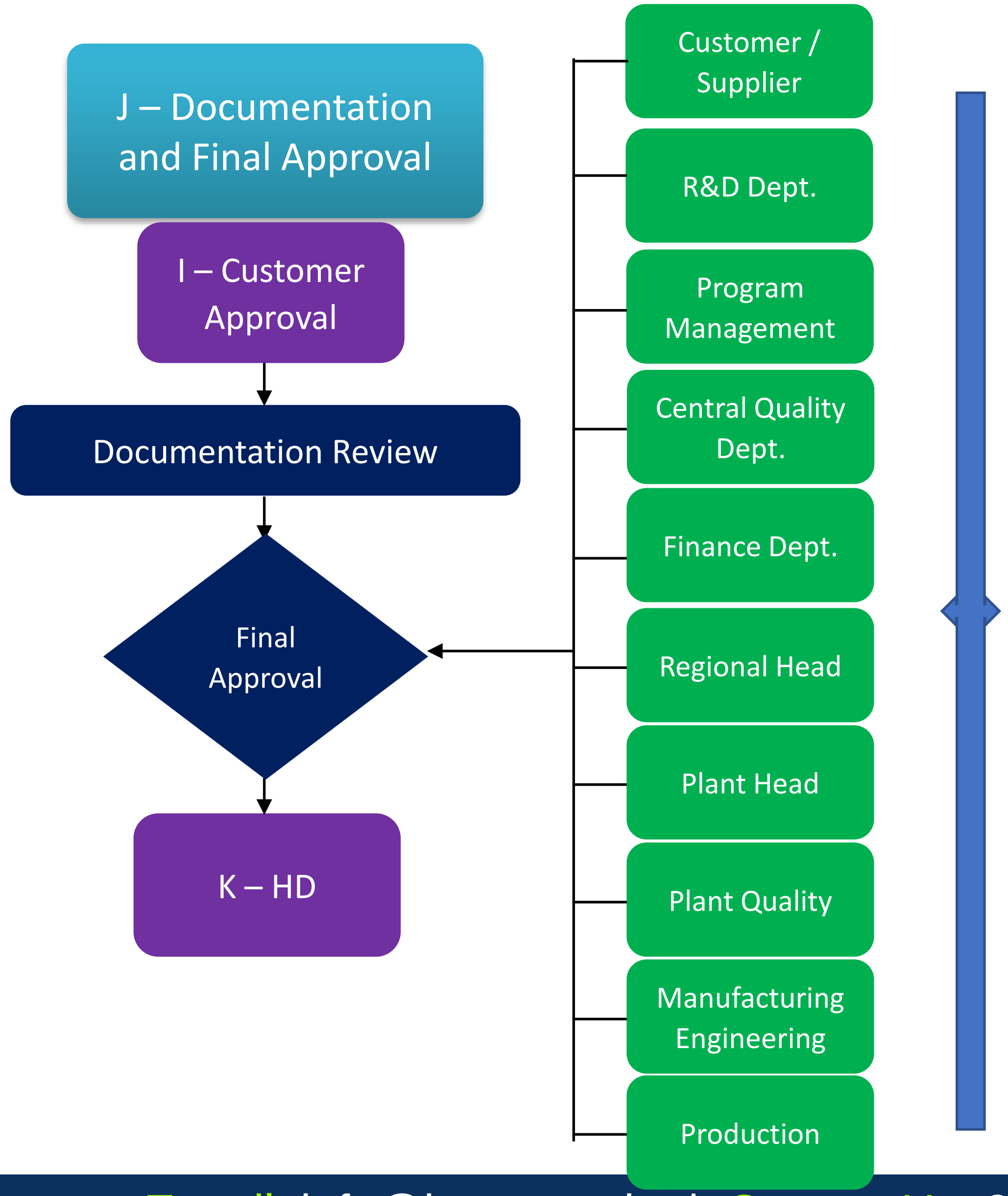
Workflow of Change Management Software



RACI Chart

Action	R	A	C	I
Document Approval	1. Change Co-Ordinator	1. Plant QA Head	1. Initiator	1. Plant Head

- Document verification by Change Co-Ordinator
- Then final approval by R&D Head incase of ECN and CQA head incase of Process change
- QM info link if any for supplier change in SAP

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Workflow of Change Management Software

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Documentation Review

Document Management

Document Category : 01. Design Record

Search Reference : CH/00021/21-22/00

Responsibility : MEDHA LAD

Target Date : 05-May-2021

Document Name : ASSEMBLY_DRAWING_V0

Document Purpose : Drawing Change

Upload Document : Browse... Drawing.pdf

Save

View	Download	Document	Document Name	Upload Date	Responsibility	Status	Target Date	
		01. Design Record	Assembly Drawing V1	29-Apr-2021 18:45:54	MAHESH SURVE	Approved	29 Apr 2021	Update Status
		02. Engineering Change Notice	Notice.msg	29-Apr-2021 18:45:54	MAHESH SURVE	Approved	29 Apr 2021	Update Status
		03. Customer Engineering Approval	Approval Note.pdf	29-Apr-2021 18:45:54	MAHESH SURVE	Approved	29 Apr 2021	Update Status
		04. Design FMEA	FMEA.pdf	29-Apr-2021 18:45:54	MAHESH SURVE	Approved	29 Apr 2021	Update Status

Upload documents related to changes as per the PPAP list of documents.

All documents stored centrally in Improsys Document Management System.

Final Approval

Final Approval

Sr.No.	Team Member	Department	Approval Date	Final Approval Entry
1	Abhijit salodkar	R&D	28 Apr 2021	Approval Entry
2	ANSHUL GOEL	CQA		Approval Entry

Selected Team Member : **Abhijit salodkar** Department : R&D

1) Change Request Approval Entry

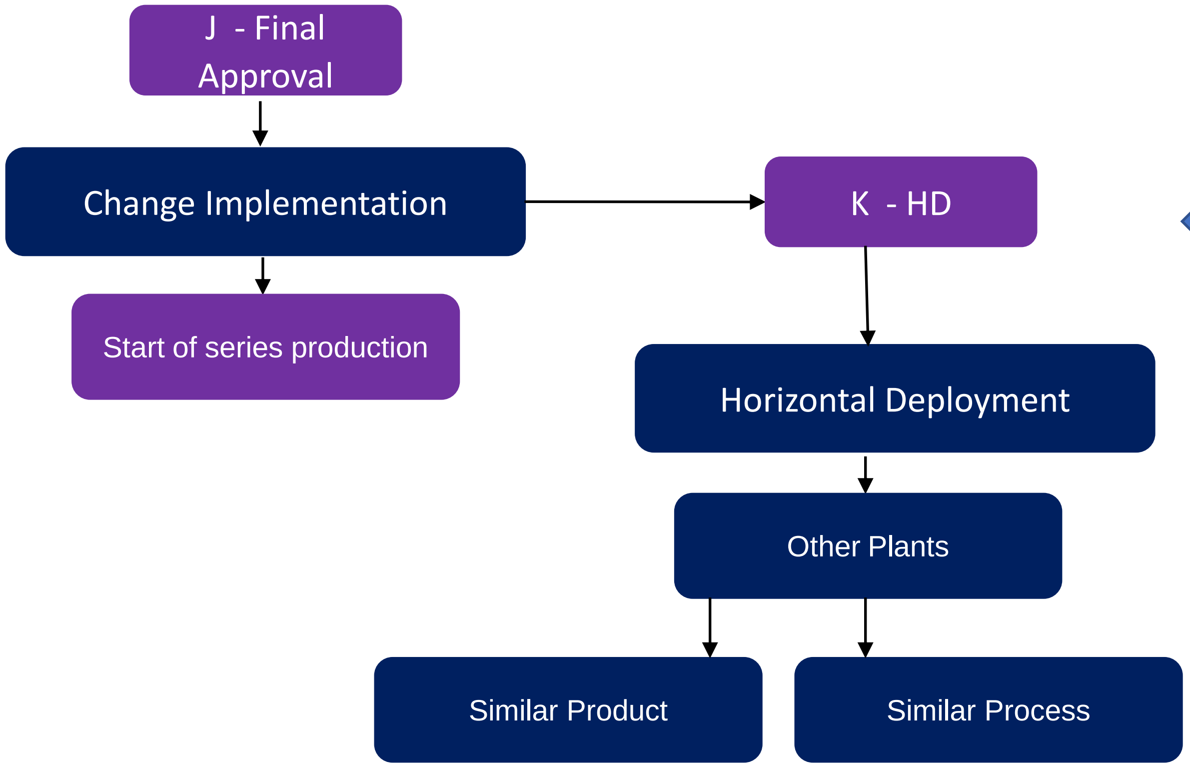
Status: ○ Approved ○ Reject ○ Permanant Reject and Close

Remark:

QM Link Info:

All members defined in CFT team will update approval status of change along-with their remarks.

L - Monitoring and HD



RACI Chart

Action	R	A	C	I
Implement the change	1. Engineering	1. Initiator	1. Plant Head 2. Plant QA Head	1.Change Manager 2.BU QA

Horizontal Deployment

Horizontal Deployment

Is horizontal deployment applicable?

(•) Yes ( ) No

Customer Name

Please Mention Part Name,Part Number & Modification Details

Write Reason

OK

Project Manager to check if the proposed change is applicable in other customer projects.
If yes, all required information will be documented.

For another customer project, a new change request has to be raised!

Dashboards

Risk Analysis Status – Department Wise

From Date 06-Apr-2021 To Date 06-May-2021 Show

Note : ✓ Draft ✓ Rejected ✓ Permanent Reject And Close ✓ Verified and Approved

Sr.No.	Date	Due Date	Request No	Customer Name	Proposed Modification Details	Current Status	Priority	Customer / Supplier	R&D Dept.	Program Management	Central Quality Dept.	Finance Dept.	Regional Head	Plant Head	Plant Quality
1	06/May/2021	06/May/2021	ECN/00013/21-22/00	Abcd pvt ltd	Change Title	In-Progress	High		✓ 22 May 2021	✓ 22 May 2021					
2	06/May/2021	06/May/2021	ECN/00014/21-22/00	Abcd pvt ltd	Change Title2	Closed	High	✓ 22 May 2021	✓ 22 May 2021	✓ 22 May 2021	✓ 22 May 2021	✓ 22 May 2021	✓ 22 May 2021		✓ 22 May 2021
3	06/May/2021	06/May/2021	ECN/00015/21-22/00	Abcd pvt ltd	Change Title3	Draft	High		✓ 20 May 2021		✓ 19 May 2021				
4	06/May/2021	06/May/2021	ECN/00016/21-22/00	Abcd pvt ltd	Change Title4	Draft	High								
5	06/May/2021	06/May/2021	ECN/00017/21-22/00	Abcd pvt ltd	Change Title5	Draft	High								

Output Reports

Status Wise	Department wise pending	Aging wise
Plant wise	Part wise	Summary Report

R - Responsible	Will do the entry / edit in the relevant stages.
A - Accountable	Will do the edit / authorize to approve in the relevant stages.
C - Consulting	Will be notified with email and can view and suggest.
I - Information	Will be notified with email.

Sr. No.	Deliverable or Task	Roles							
		Initiator	Functional Head	Plant Quality Head	Initiator Dept Head	Plant Head	Plant Finance Head	Quality Head	PBU QA Head
1	Change Request Entry	A	I	I	R	I			I
2	Change Adequacy Approval	A	I	I	R	I			I
3	Change Impact Analysis	C	R	I	R	I	R	A	I
4	Change Impact Approval	C	I	R	I	I	R	R	I
5	Change Implementation Plan	R	R	I	I	I	I	I	I
6	Change impact on in hand inventory analysis	R			R				I
7	Trail Production Run							R	I
8	Trial Inspection Observation	R		R					I
9	Approvals for Implementation (Customer)			R					I
10	Change Note Approval CQA Approval								R
11	Final Approval	I	I	I	I	I	I	R	R

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Sr. No.	Deliverable or Task	Responsibility	Escalation			
			Level-1 (If not respond within 24 Hours)	Level-2 (If not respond within 24 Hours)	Level 3	Escalation Media
1	Change Request Entry	Initiator	Dept Head	Plant Head	Regional Head	Email
2	Change Adequacy Approval	Initiator Dept Head	Plant Head	Regional Head	BU Head - Polymer	Email
3	Change Impact Analysis	Initiator	Dept Head	Plant Head	Regional Head	Email
4	Change Impact Approval	Plant Head	Regional Head	BU Quality	BU Head - Polymer	Email
5	Change Implementation Plan	Initiator	Dept Head	Plant Head	Regional Head	Email
6	Change impact on in hand inventory analysis	SCM	SCM Head	Plant Head	Regional Head	Email
7	Trail Production Run	Production Engg.	Production Head	Plant Head	BU Head - Polymer	Email
8	Trial Inspection Observation	Quality Engg.	Quality Head	Plant Head	BU Head - Polymer	Email
9	Approvals for Implementation (Customer)	Initiator	Dept Head	Plant Head	Regional Head	Email
10	Change Note Approval CQA / Plant QA Approval	CQA / Plant QA	Dept Head	Plant Head	Regional Head	Email
11	Final Approval	Initiator	Dept Head	Plant Head	Regional Head	Email

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Other Softwares

- Failure Mode Effect Analysis (FMEA) Software
- Advanced Product Quality Planning (APQP) Software
- Production Part Approval Process (PPAP) Software
- Complaint Management Software
- Audit Management Software
- Statistical Process Control (SPC) Software
- Document Management Software

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Improsys Softwares

FastERP software

www.fasterpsoftware.com

FastCRM software

www.fastcrmsoftware.com

Fast WMS software

www.fastwmssoftware.com

Fast Inventory software

www.fastinventorysoftware.com

FAST Project software

www.fastprojectsoftware.com

Fast Production software

www.fastplanningsoftware.com

Fast Quality software

www.fasttqmsoftware.com

FAST billing software

www.fastbillingsoftware.com

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❖Software

❖Training

❖Consulting

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