

ECO Approver Responsibility:

- The approvers accept responsibility for communicating the information to the team they represent, and that they are the subject matter experts for their department.
- ECO approvers are responsible to read all ECO descriptions.
- ECO approvers will decide if there is any relevance to them or the team you represent, the list provided below may not be all inclusive.
- Create a Log entry in the ECO note area as to what steps are required based on your ECO evaluation. If additional action is to be monitored, describe how, and references to any actions plans or tools used to monitor implementation.

3.4.1 Product Manager:

- Responsible to evaluate the effect on any related product usage
- Responsible to evaluate cost implications for the product, and update Odoo with appropriate sales pricing
- Responsible for ensuring that any marketing materials are created, updated, or obsolete.
- Responsible to ensure that ECO timeline meets sales needs
- Creates a log entry in the note area indicating what steps are required based on the ECO evaluation, and how any additional actions will be accomplished and/or monitored including links to action plans or tools used to monitor implementation.

3.4.2 Purchasing:

- Responsible for identifying any open purchase or sales order associated with the ECO.
- Responsible for adding appropriate notes on components and purchase order associated with the ECO.
- The purchasing department is responsible to revise the purchase orders based on the changes necessary for the components.
- Create a Log entry in the ECO note area as to what steps are required based on your ECO evaluation. If additional action is to be monitored, describe how, and references to any actions plans or tools used to monitor implementation.

3.4.3 Quality control

- Evaluate changes in the BOM for inspection criteria
- Evaluate if there are any effects relevant to material for quarantine
- Develop or revise inspection protocols for the affected products and components.
- Develop or revise process inspection protocols to ensure that production is following any new or revised assembly instructions
- Update the training program as needed.
- Work with purchasing and production to remove any unnecessary or obsolete stock (including raw material, WIP, and Finished goods)
- Evaluate for effects on the training program.
- Create a Log entry in the ECO note area as to what steps are required based on your ECO evaluation. If additional action is to be monitored, describe how, and references to any actions plans or tools used to monitor implementation.

3.4.4 Production

- Understand the effects of the changes to the production process.
- Inform all appropriate workers of any updates to the assembly, test, program, build, etc. instructions
- Evaluate how component changes affect the production process (part stocking locations, assembly steps, etc.)
- Evaluate how Instruction changes affect the production process.
- Develop any new test equipment or fixtures necessary for production.
- Effect on current production orders
- Effect on Sales orders.

- Create a Log entry in the ECO note area as to what steps are required based on your ECO evaluation. If additional action is to be monitored, describe how, and references to any actions plans or tools used to monitor implementation.

3.4.5 Engineering

- Evaluate how the change to the process affects any in progress, or upcoming designs, or enhancements
- Evaluate if any training is needed by or for the engineering department.
- Create a Log entry in the ECO note area as to what steps are required based on your ECO evaluation. If additional action is to be monitored, describe how, and references to any actions plans or tools used to monitor implementation.

3.4.6 Document control.

- Verify that appropriate documents exist and are correctly attached to the ECO.
- Move the appropriate documents in the Doc Control Directory according to the instructions on the ECO.
- Change the state on the appropriate documents in the PDM software
- Archive the appropriate documents to ensure only the active/released documents are available for use by respective personnel.