



Hemtack

# ENGINEERING CHANGE ORDER

REQUEST DATE	7/30/2020	REQUESTED BY	GLADYS B. PEREZ	REQUESTED RELEASE DATE	8/6/2020	ECO #	<b>ECO-00015</b>
AFFECTED PRODUCT LINES	ROMAN SHADE WITH RIBBON AT 2" (ALL STYLES)						
REASON FOR CHANGE	CUSTOMER COMPLAINT BECAUSE THE RIBBON IS HIDDEN BY THE FIRST PLEAT (PHOTOS PAGE IN 2)						
DESCRIPTION OF CHANGE	<b>CURRENT:</b> RIBBON WITH POSITION AT 2" FOR VERTICALLY AND BOTTOM & TOP. <b>WITH CHANGE:</b> RIBBON WITH POSITION 2" FOR VERTICALLY AND TOP, BOTTOM 1" (SEE VISUAL INSTRUCTION IN PAGE 3)						
COST IMPACT	N/A						
DOCUMENT / PART NUMBER	OLD REV	NEW REV	DOCUMENT/ PART DESCRIPTION	CHANGE DESCRIPTION	FORM, FIT, OR FUNCTION AFFECTED <small>Yes, or No</small>	PART DISPOSITION <small>(USE AS IS) (REWORK) (SCRAP) (OBSOLETE) (RETURN TO VENDOR) (OTHER)</small>	
N/A	N/A	N/A	N/A	N/A	NO	N/A	
ADDITIONAL INFORMATION	N/A						
AFFECTED DOCUMENTS / PROCESSES (CHECK ALL THAT APPLY)							
BOM / CONFIG	<input checked="" type="checkbox"/>	PRODUCT / PART SPEC	<input checked="" type="checkbox"/>	QC CHECKLIST	<input type="checkbox"/>	PART DRAWING	<input type="checkbox"/>
						ASSEMBLY DRAWING	<input type="checkbox"/>
						INSTR SHEET	<input checked="" type="checkbox"/>
						PROCESS VISUAL AIDS	<input checked="" type="checkbox"/>
						WORK INSTRUCTIONS	<input checked="" type="checkbox"/>
ECO APPROVALS ROUTING							
APPROVER	APPROVAL REQUIRED	APPROVER NAME	APPROVAL STATUS	APPROVED ON	NOTES		
PHASE II MANAGEMENT (US - DL)	<input checked="" type="checkbox"/>	T. DAVIDSON	APPROVED	07/31/2020			
PHASE II PROD DEV (US - NY)	<input checked="" type="checkbox"/>	L. HUNT	APPROVED	08/03/2020			
MANAGEMENT (MX)	<input checked="" type="checkbox"/>	L. MONTEJO	APPROVED	08/07/2020			
QC / ENG (MX)	<input checked="" type="checkbox"/>	H. AMEZQUITA	APPROVED	07/30/2020			
IT (MX)	<input checked="" type="checkbox"/>	E. CASTELLANOS	APPROVED	08/04/2020			
PRODUCTION (MX)	<input type="checkbox"/>						
MATERIALS (MX)	<input type="checkbox"/>						

ACTIONS REQUIRED		
BOM / CONFIG	<input checked="" type="checkbox"/>	WILL BE MODIFIED BY IT (MX)
PRODUCT / PART SPEC	<input checked="" type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
QC CHECKLIST	<input type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
PART DRAWING	<input type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
ASSEMBLY DRAWING	<input type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
INSTR SHEET	<input type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
PROCESS VISUAL AIDS	<input checked="" type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
WORK INSTRUCTIONS	<input type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)

**PICTURES, DRAWINGS, ETC.**


**PHOTO OF NONCONFORMITY OF COSTUMER: BOTTOM PLEAT WITH RIBBON 2"**



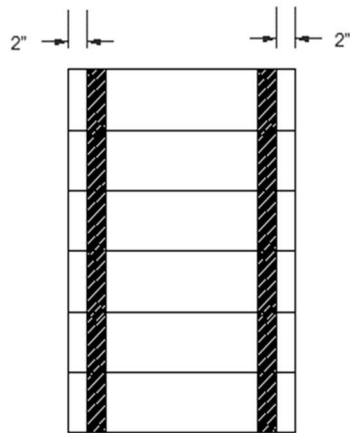
**CHANGE: BOTTOM PLEAT WITH RIBBON 1"**



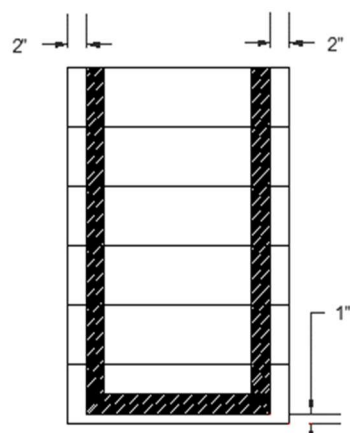
## Visual instruction to be implemented for QC Auditors and Operators.

 Hemtack	<b>AYUDA VISUAL</b> ROMANAS			
REVISION: 1	FECHA: 29-jul-20	OPERACIÓN: COSTURA DE RIBBON	CÓDIGO: FT-AV	HOJA: 1 DE 2

**POSICIÓN DE EL RIBBON CUANDO SEA:**  
**VERTICALLY Y TOP= 2", BOTTOM = 1"**




**VERTICALLY**



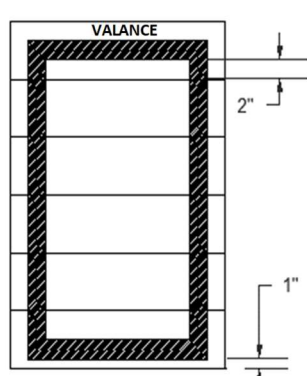
**VERTICALLY & BOTTOM**

**\*\*ESTAS OPCIONES APLICAN PARA TODOS LOS ESTILOS.**

ELABORÓ: GLADYS B. PEREZ	AUTORIZÓ:	No. CONSECUTIVO 189
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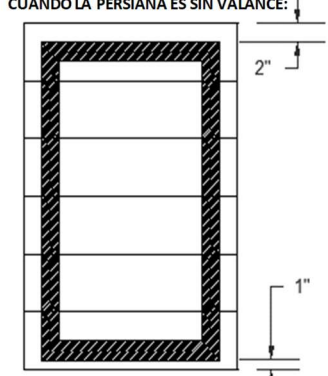
 Hemtack	<b>AYUDA VISUAL</b> ROMANAS			
REVISION: 1	FECHA: 29-jul-20	OPERACIÓN: COSTURA DE RIBBON	CÓDIGO: FT-AV	HOJA: 2 DE 2

**POSICIÓN DE EL RIBBON CUANDO SEA:**  
**VERTICALLY Y TOP= 2", BOTTOM = 1"**



**TOP, VERTICALLY & BOTTOM (CON VALANCE)**

CUANDO LA PERSIANA ES SIN VALANCE: ↓



**TOP, VERTICALLY & BOTTOM**

**\*\*ESTAS OPCIONES APLICAN PARA TODOS LOS ESTILOS.**

**NOTA IMPORTANTE:**  
**\*\*SI LA PIEZA LLEVA VALANCE, EL RIBBON TOP SE COLOCARA UNICAMENTE SOBRE EL VALANCE.**

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