

QSR-041: DESIGN DEVELOPMENT REQUEST (instructions on the last page)

SECTION 1: Submitted By: _____

Date: _____

1.1 PRODUCT DESCRIPTION:

1.2 CUSTOMER REQUIREMENTS:

Customer (*if applicable*):

Contractual Requirements: _____ Yes, _____ No (*if yes, attachment requirements*)

Other Customer Requirements:

1.3 SPECIFIC PRODUCT REQUIREMENTS:

1.4 REGULATORY REQUIREMENTS:

1.5 FOOD SAFETY REQUIREMENTS:

1.6 DESIRED PRODUCT NAME:

1.7 COST REQUIREMENTS:

1.8 APPLICABLE PATENT NUMBERS FOR LABEL:

SECTION 2:

2.1 ANTICIPATED SALES, Annual: _____

2.2 MARKETING STRATEGY: _____

2.3 IMPACT TO CURRENT INVENTORY: _____

2.4 COMMENTS: _____

Division Manager: _____ Date: _____ Rejected: _____

continued on next page...

SECTION 3:

Comments: _____

General Manager: _____ Date: _____ Rejected: _____

SECTION 4:

Quality Manager: _____ Serial #: _____ Date: _____

Project Manager: _____

QSR 041 INSTRUCTIONS

1. The party originating the QSR 041 will fill out section 1 with as much detail as possible.
 - 1.1 Describe the requested product, including its intended use.
 - 1.2 If the customer has any contractual (*function, characteristic, performance*) requirements, they must be attached to the form; any non-contractual customer requirements should be listed on the form.
 - 1.3 Requirements (such as size, color, odor, preferred use-dilution, water flow/gpm, product to use, ppm residual of active, injection/flow pipe diameter, etc.) must be listed.
 - 1.4 Regulatory requirements must be included if the product will be used in an application that is governed by said regulatory requirements.
 - 1.5 If the product (*or by-products thereof*) will be used in a process related to food products (*direct, indirect, secondary direct contact, etc.*) this must be described in detail.
 - 1.6 If a product name is desired, indicate that name.
 - 1.7 Any cost requirements or restrictions must be listed.
 - 1.8 If the product is covered by a patent, those patent numbers must be listed. The completed form will be forwarded to the Division Manager.
2. The Division Manager will review the QSR 041 and complete section 2 as completely as possible.
 - 2.1 The anticipated first year sales shall be listed; future sales potential may also be indicated.
 - 2.2 The marketing strategy for the product will be defined.
 - 2.3 If the new product will have any impact upon inventory, this should be indicated.
 - 2.4 If there are any applicable notes they shall be included. The Division Manager will sign (if approved) and forward the QSR 041 to the General Manager.

NOTE: If the Division Manager does not approve of the Development Request, check the 'Rejected' box and return the form to the originating party.
3. The General Manager evaluates the QSR 041 for compliance with company policies and objectives, records any comments on the form, and if the review finds the request acceptable, signs the form. The General Manager then forwards the QSR 041 to the Quality Manger.

NOTE: If the General Manager does not approve of the Development Request, check the 'Rejected' box and return the form to the Division Manager for any discussion that may be pertinent.
4. The Quality Manager, or designee thereof, signs, dates, and logs the QSR 041, assigning it a unique serial number and a Project Manager. The QSR 041 is then forwarded to the Project Manager for plan development.