

User Requirement / Technical Spec Sheet

No: S _____

Ref. No: _____

Part A.

Engineer / Requester to fill in the form with all the particular details. Incomplete form strictly will not be entertained.

1	Work Description			
<input type="radio"/> To supply only <input type="radio"/> To supply, install, testing <input type="radio"/> To repair or modify				
Remark: a) Please attach in separate sheet if long list of purchase. b) Please specify the machine brand/ area used.				
Brand		Model / PN		
(equal brand unless justified here)		Quantity		
Remark: Please attach the product catalogue/ technical data sheet/ photo etc if available.				
Material of Construction		Surface finishing		
Dimension				
Quality Parameter / Acceptance Criteria				
Others, please specify				
Frequency of purchase		<input type="checkbox"/> 1-time purchase only <input type="checkbox"/> Otherwise please specify		
Recommended supplier		i)		
(If applicable only)		ii)		
Expected delivery schedule		Remark: Please ensure the delivery time is reasonable.		

Note: New chemicals will need to undergo EHS procedure EP 24 for registration through Chemical Request Form (CRF)

2	Purpose / Justification of purchase / ROI & Cost Saving	
<div style="height: 100px; border: 1px solid black;"></div>		
Is this item an IMTE?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Note: IMTE item can only be supplied by IMTE category supplier listed in QA AVL		
Project Code		

Remark: Requester may send in separate attachment for further details.

3	Is this item a fixed asset	
<input type="checkbox"/> The value of the item is more than RM1,000 <input type="checkbox"/> The item is not a consumable <input type="checkbox"/> The item is not spare parts <input type="checkbox"/> This is not a replacement of existing item, or modification/ replacement of existing machinery/ equipment. If replacement/ modification, consult Finance for verification. <input type="checkbox"/> The useful life of the item is more than 2 year. <input type="radio"/> Meeting all the criterias. Capex form is required. <input type="radio"/> Not meeting all criterias. Capex form is not required.		
		Finance verification by: _____ <input type="checkbox"/> Asset <input type="checkbox"/> Non-Asset
Remark: Please submit an approved Capex form before proceed PR.		

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4 Engineer recommendation (for tooling, fixture, production machinery & equipment and consumable)

☐ Reverse EngineeringCurrent ASSB tool number to be provided to
Vendor, tool number: (_____)☐ ASSB Drawing. (Drawing No: _____)☐ Concept StudyAdditional information

1. _____

2. _____

Machinery & Equipment☐ Software & Back up Program☐ Product Parameter Capability
(e.g. Competency of machine/program test run with ASSB's parts)☐ Auxiliary Requirements
(e.g. Air, coolant supplies, gas piping, etc.)

5 Required documentation from Vendor

☐ Drawing☐ Reverse Engineering CAD data dimension and tolerance are clearly specified
and agree☐ Drawing is supplied by ASSB. Supplier to fabricate according to the drawing.☐ Design & Drawing to be supplied by Supplier. Pre-approval is required before
fabrication / construction.☐ 3rd party calibration accredited to ISO17025 is required.☐ Full dimension report/QC report☐ COC / COA ☐ SDS/ TDS☐ Operating & Maintenance Manual**Machinery & Equipment**☐ Layout & footprint size of machine available☐ Calibration Records/ Certificate from Machine Manufacturer*Remark: Please leave blank if not applicable / not required.***Part B.**

1 Spec / Scope Changes / Decision Made

☐ Spec / Scope Changes
Required?

Detail of Changes / Clarifications

Name: _____

Date: _____

Detail of Changes / Clarifications

Name: _____

Date: _____

2 Changes finalized by:

Name: _____

Position: _____

Tel: _____

Date: _____

3 Reviewed by (Procurement):

Name: _____

Position: _____

Tel: _____

Date: _____

No: S _____

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Raised by (Requester):	Reviewed by (Engineer): <i>for tooling, fixture, production machinery & equipment and consumable.</i>	Reviewed by (HOD of Requester):	Received by (Procurement):
Name:	Name:	Name:	Name:
Position:	Position:	Position:	Position:
Tel:	Tel:	Tel:	Tel:
Date:	Date:	Date:	Date:

Part C.

1	Summary (by Procurement)
Detail of Quotations and Evaluations	
<div style="display: flex; justify-content: space-between; margin-top: 400px;"> <div>Name: <input type="text"/></div> <div>Date: <input type="text"/></div> </div>	