# Standard Operating Procedure for Engineering Changes between Avani Environmental and San Mao

A Change or Product release is requested.

For new Product Release, Engineering gathers all documents required for release:

* ERO/ECO coversheet describing the product and/or change, includes the checklist of required items (Avani Engineering)
* Specs (Avani Engineering/Marketing/Sales)
* Features list (Avani Engineering)
* Cut sheet/Application (Avani Marketing)
* Submittal drawings (San Mao Engineering)
* CAD files for archive (San Mao Engineering)
* Pictures (San Mao)
* Manual (San Mao)
* Standards list (Avani Engineering & Marketing)
* Options list (Avani Engineering & Marketing)
* Replacement parts list (San Mao Engineering)
* Cost (San Mao/Avani Engineering/Purchasing)
* List Pricing (Avani Sales/Purchasing)
* Required test data (San Mao HEPA, airflow, UL, prototype/beta test report w 6 months of test data)
* Recommended Suppliers (Avani Engineering/Purchasing)
* Stocking levels (San Mao/ Avani Purchasing)
* Typical lead time (Engineering/Purchasing)
* Part number (Avani Purchasing)
* Drawing number (Avani Engineering)

San Mao sends submittal PDFs and DWG files through the Avani FTP site.

Avani Doc Control logs the ERO or ECO in the database.

Avani Engineering distributes the location to all of the above files to Purchasing, Marketing, Sales manager through an Email with approval voter buttons.

Once approved

**Marketing**

Generates required Marketing literature with pricing.

Updates the price book.

Updates websites.

**Purchasing**

Enters the part number into QB/SF

Sends a copy of all above info to Manufacturing if applicable.

**Sales** Manager schedules product training with outside Sales reps if applicable.