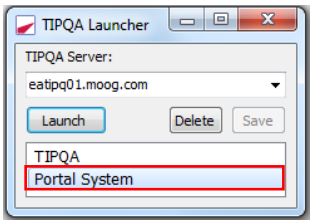
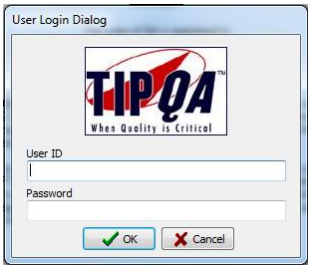
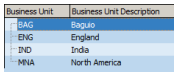
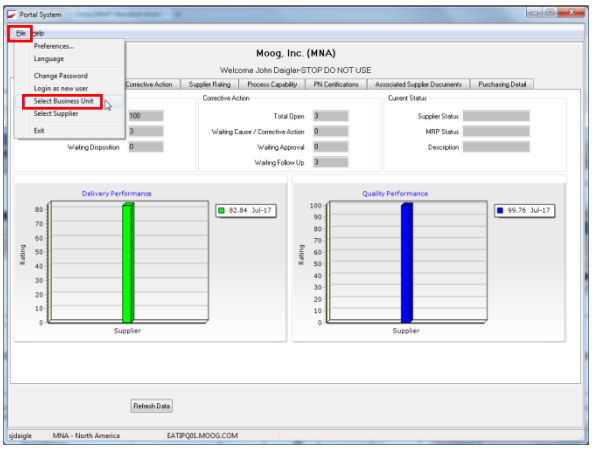
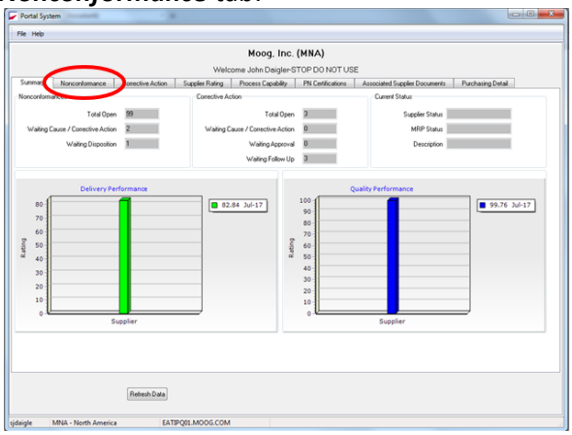
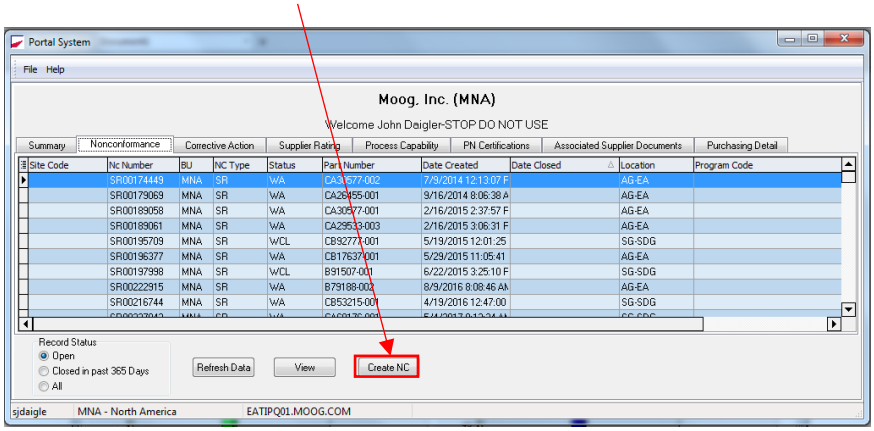
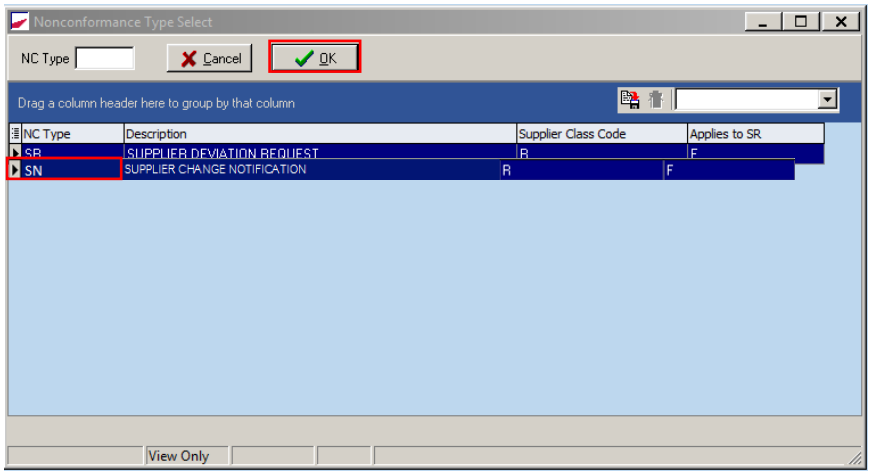
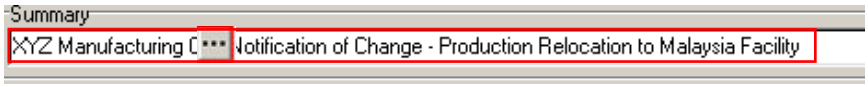
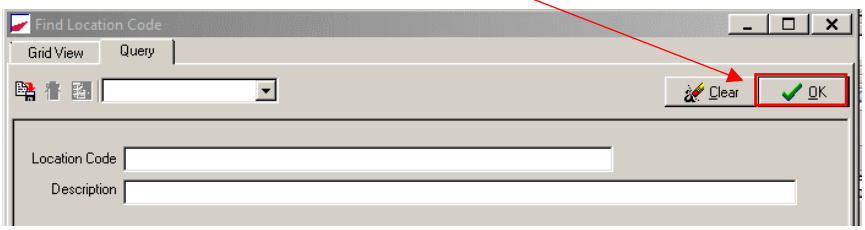
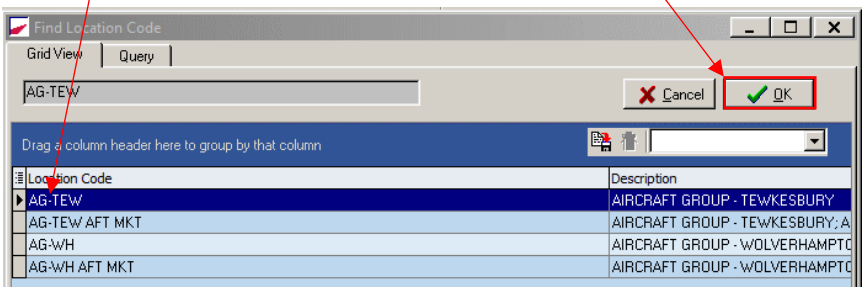
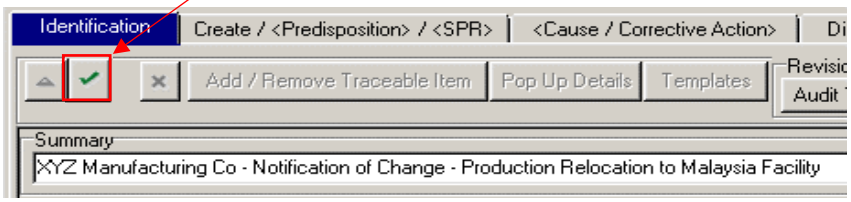
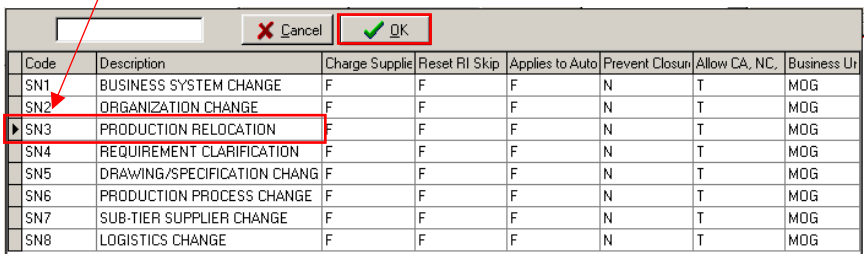
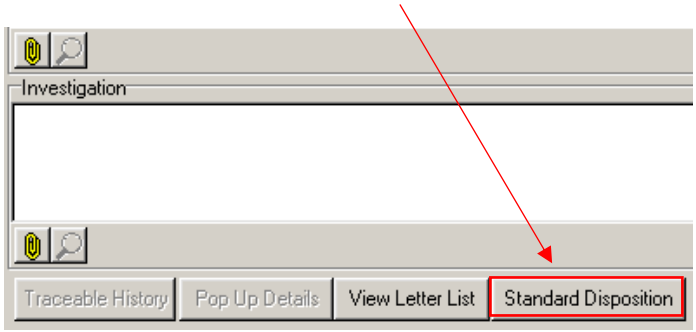
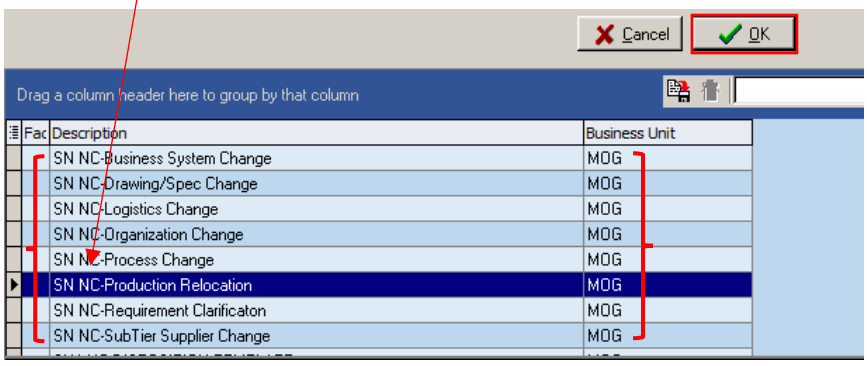
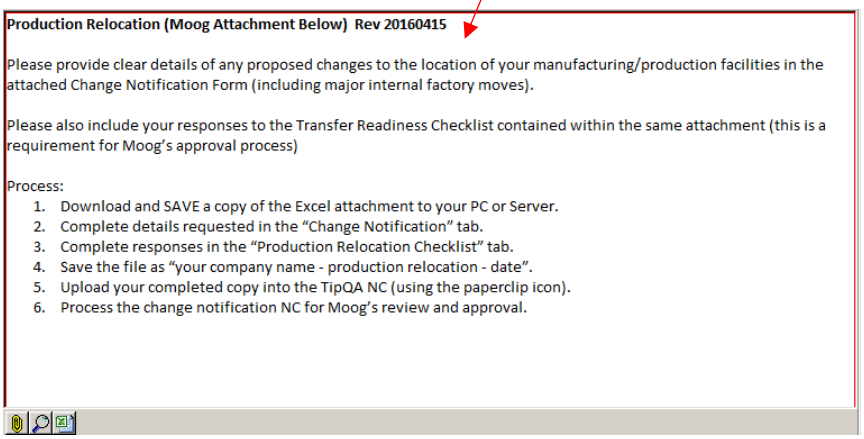
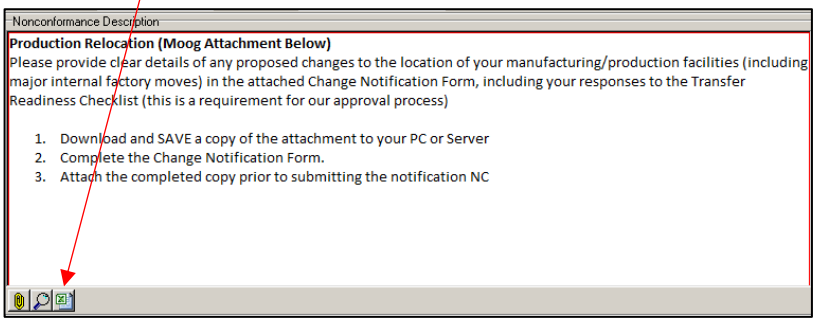
STANDARD WORK – PROCESS INSTRUCTION SHEET			
TITLE	**How to Raise a Supplier Change Notification in TIPQA**	**DEPARTMENT**	**AG Supply Chain**
SUBTITLE	Supplier Change Notification Process	**TEAM COMPOSITION**	
DATE	08/07/2017	John Daigler, John Tetlow, Jimmy Fitzpatrick, Katie Alvarez	
REV	1		
AUTHOR	R. McFeely		
BASIC PROCESS DESCRIPTION	Standard Work instructions for Moog suppliers on how to raise a change notification via the TIPQA Nonconformance module		

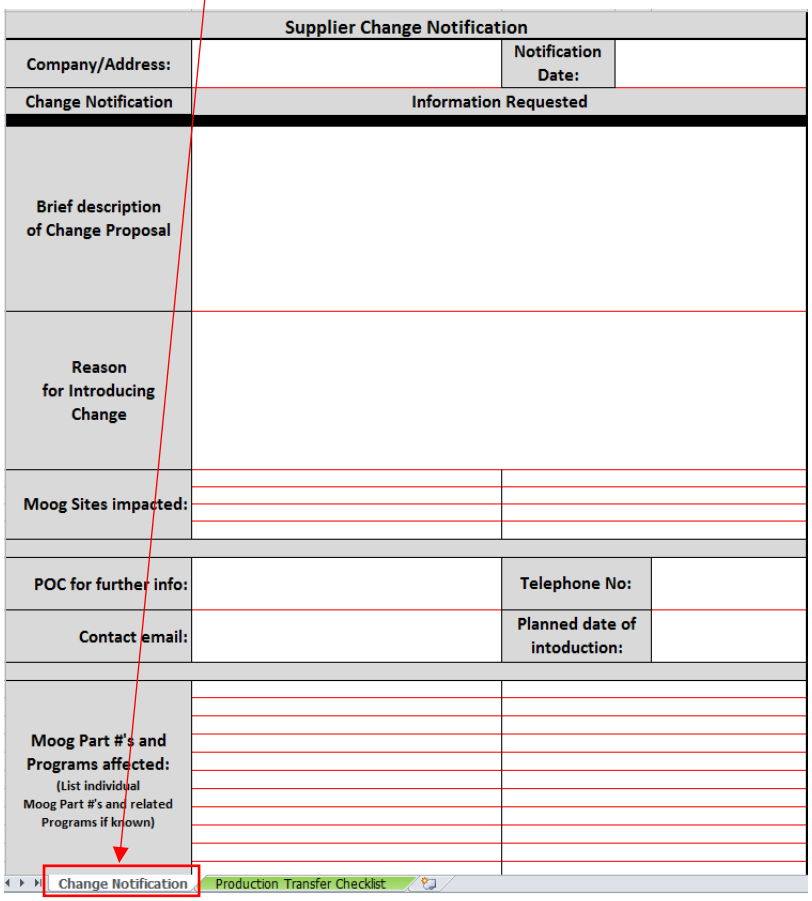
STEP #	STEP / IMAGE	INSTRUCTIONS	FUNCTION
Supplier Instructions			
1	Log in to TIPQA via Portal	Log-in to your TIPQA user account (provided by Moog) Choose ***Portal System***:  Enter your ***User ID*** and ***Password***:  ***Note: If the change notification is applicable to issues/parts that affect multiple Moog sites, create the notification in the TIPQA Business Unit that best defines where the majority of the work is being provided. Changing business units can be performed in the "File>Change Business Unit" portion of the homepage.***  	Supplier

1 (continued)		Choose the ***Nonconformance*** tab: 	
2	Create NC	Select the '***Create NC***' option 	Supplier
3	Select '**Supplier Change Notification**' Type NC	Select the 'SN' option for NC Type, then select 	Supplier

4	Complete Identification Tab	1. In the ***Summary*** field – provide a brief description of the change notification you are proposing. **Example:**  2. Select to open Location Code window. 3. Select OK to open list .  4. Select the Moog Location that represents the parts impacted by the change. (If the change affects multiple Moog sites, choose the one that purchases the majority of part numbers impacted by the change) then select OK to confirm selection. **Example: Aircraft Group – Tewkesbury**  5. Click on the ✓ to save your entries.  After you save the record, you will be routed to the ***Create*** tab.	Supplier

5	Determine Moog Instruction for Applicable Change Category	From the ***Create*** tab 1. Enter '**1**' in the Quantity Field 2. Select the downward arrow of the Cause Code field 3. Select the applicable change category from the description field options, then select **Example: Production Relocation**  4. Select  5. Highlight the applicable change description from the **SN NC** listing then select  	Supplier

6	Complete Pre-Disposition Requirement per Moog Instruction	Each change category has unique Moog requirements to complete the notification process. 1. Follow the instruction provided in the non-conformance description box. **Example: Production Process Change**  	Supplier
For certain change categories you may be requested to complete an Excel attachment. **This is so Moog can share the information with our customers if required, and also assign appropriate resources and risk management criteria to the change process.** **The following Instruction represents the additional requirement of completing the Excel attachment, using a Production Relocation change notification for example.**			
7	Open Change Notification Attachment	Select the icon to open the change notification form attachment.  	Supplier

8	Open File to Add required Change Information	Navigate to the 'Change Notification' tab within the Excel form  	Supplier
9	Populate Header Data	Enter your company name, and location **Company/Address:** Example Manufacturing - Newberg, Oregon Enter today's date as Notification Date in (dd/mm/yy) format **Notification Date:** 12/01/2016	Supplier

<table>
<tr><td>10</td><td>Provide Description of Change Proposal</td><td>Provide brief ‘headline’ description of the change being introduced (This can be accompanied by a formal letter)

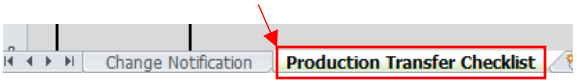
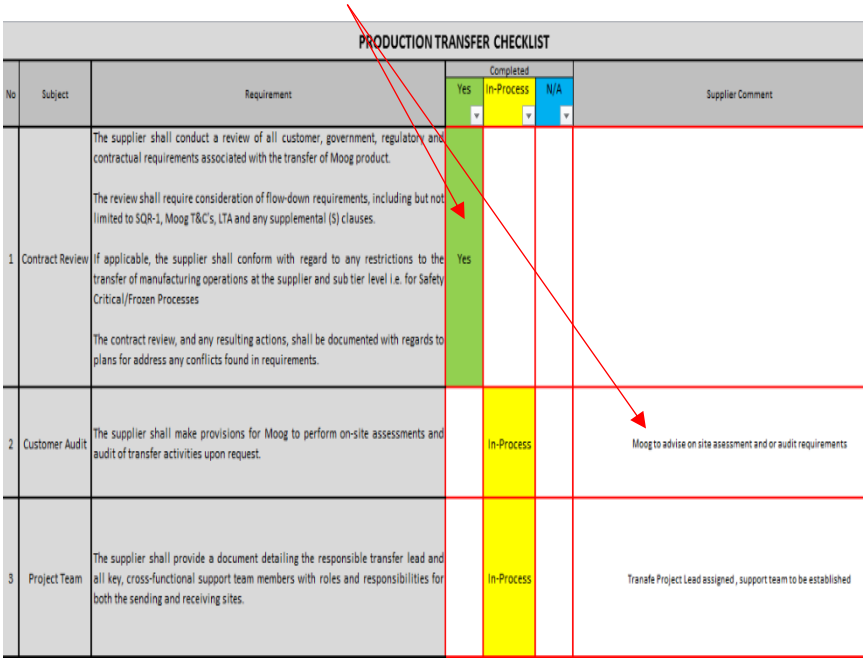
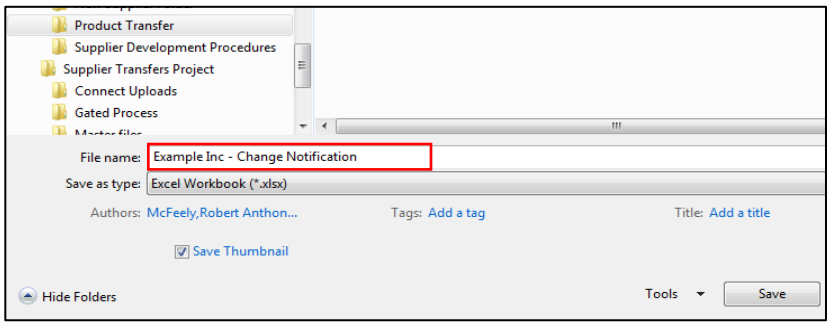
<table><tr><td>Brief description of Change Proposal</td><td>Per the attached formal letter, this notification is to inform you that Example Manufacturing is relocating its Manufacturing Facility and Repair Station from Newberg Industrial Park to a larger, upgraded facility in Oregan Business Park. The new facility is located less than fifteen miles away from our current location and this move will not affect our continued business operations and quality of service. The relocation will be project managed by James Frankle, our Operations Transition Lead.</td></tr></table></td><td>Supplier</td></tr>
<tr><td>11</td><td>Provide Reason for Introducing Change</td><td>Provide a brief description of the reason for introducing this change

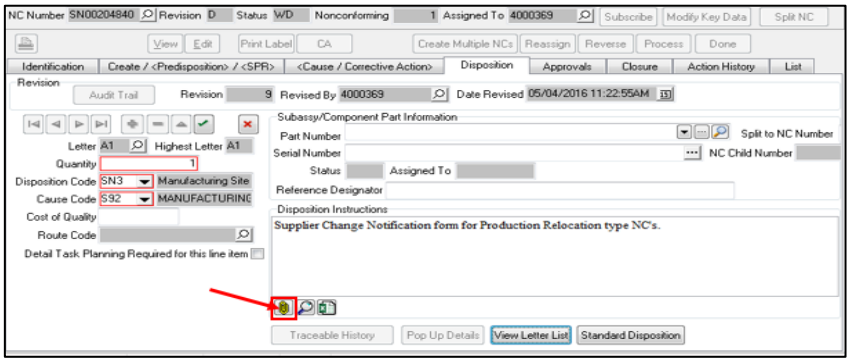
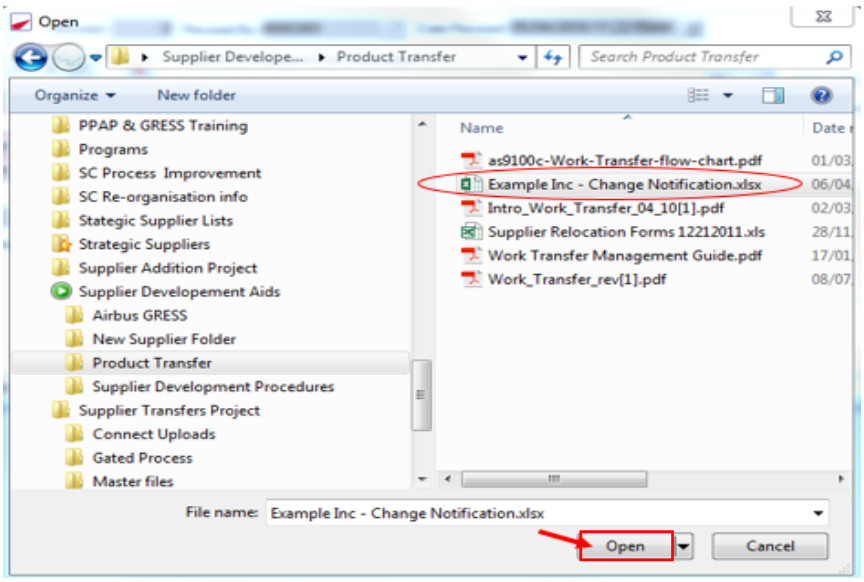
<table><tr><td>Reason for Introducing Change</td><td>This move supports our sales growth strategy and coincides with the forthcoming termination of the lease on our current building.</td></tr></table></td><td>Supplier</td></tr>
<tr><td>12</td><td>Identify Moog Sites Impacted</td><td>Select from the provided drop-down menu all applicable Moog sites that are affected by the proposed change (Design/Purchasing Authority)
<table><tr><td>Moog Sites impacted:</td><td>Torrance
East Aurora</td></tr></table></td><td>Supplier</td></tr>
<tr><td>13</td><td>Provide Contact Details</td><td>Enter your supplier contact details for Moog follow-up

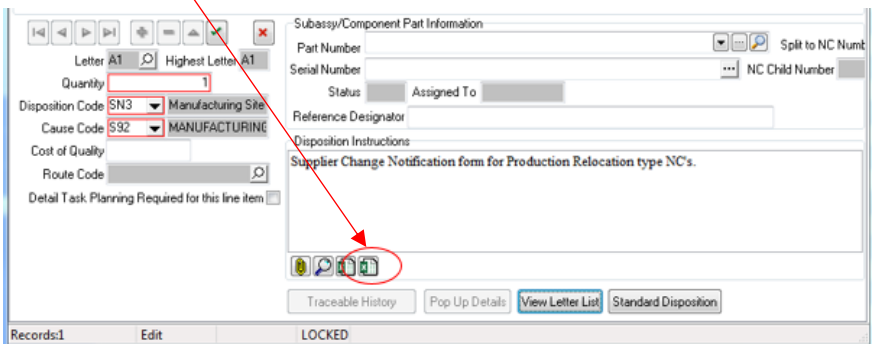
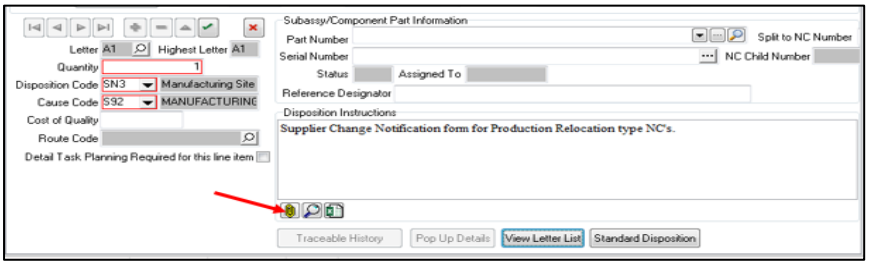
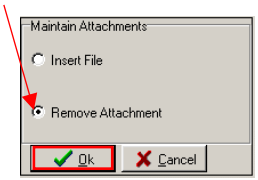
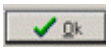
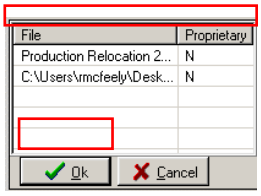
<table><tr><td>POC for further info:</td><td>James Frankle</td><td>Telephone No:</td><td>(541) 123-4567</td></tr><tr><td>Contact email:</td><td>james.frankle@example.com</td><td></td><td></td></tr></table></td><td>Supplier</td></tr>
<tr><td>14</td><td>Provide Date of Introduction</td><td>Enter the planned date of introduction for the change

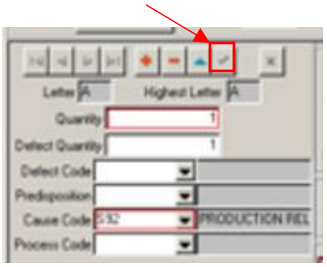
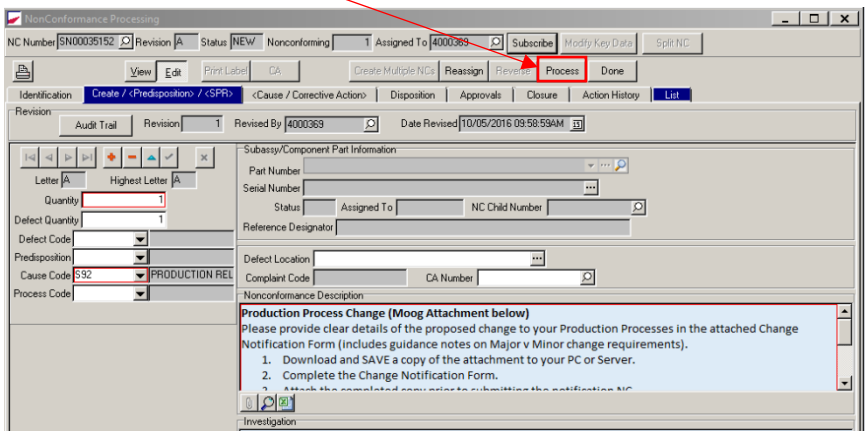
<table><tr><td>Planned date of intoduction:</td><td>01/12/2016</td></tr></table>
Note! Under 3 months’ notice of a significant method change or production relocation may not be acceptable time for Moog to assess all risks adequately and provide approval</td><td>Supplier</td></tr>
<tr><td>15</td><td>Provide Part Numbers Impacted</td><td>List Moog Part numbers affected by the planned change

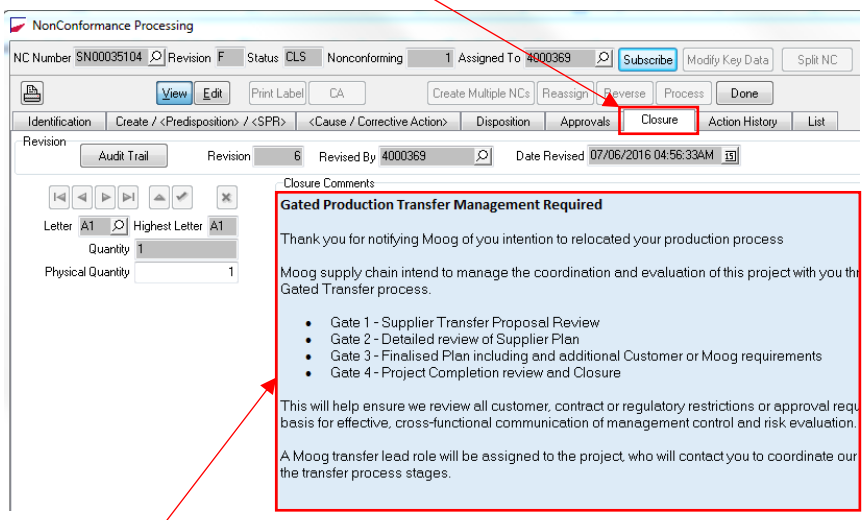
<table><tr><td>Moog Part #'s and Programs affected:
(List individual Moog Part #'s and related Programs if known)</td><td>CA432156-001
CA448653-001
CB226543-001
CB226543-002
4321232-003-002</td></tr></table></td><td>Supplier</td></tr>
<tr><td></td><td></td><td>For production method changes, production transfers and key sub-tier changes Moog request the completion of an additional Checklist.</td><td></td></tr>
</table>

16	Populate Checklist	***The checklists are based on Aerospace recommended practices and will help both parties establish a common understanding in the level of both project management and risk mitigation considered, to ensure there is no unplanned disruption to product supply.*** 1. Navigate to the Checklist tab (example for Production Transfers)  2. Complete the provided checklist with responses that best reflect the current status of the project management for the change, providing additional comments to support your responses.  	Supplier
17	Save Completed File to Local PC or Server	Save the file to your PC or server, re-naming as "[supplier name] Change Notification.xls  	Supplier

18	Upload Completed File to TIPQA	Attach the populated Change Notification form: 1. Click on icon  2. Select 'Insert File' option 3. Navigate to where you stored your completed form, select file and click on Open 	Supplier

19	Verify File Upload and Attach Additional Information if Applicable	File should now appear in TIPQA as an additional attachment  **If applicable repeat step 18 to attach any other supporting materials i.e. formal letter of notification, overview presentation etc.**	Supplier
20	Remove Blank Template	Remove the blank template: 1. Click on icon  2. Select 'Remove Attachment' and click  and  Choose click Production Relocation file  	Supplier

21	Process Tip Record	1. Select the button to save the record  2. Select Process to move the TIPQA change notification to Moog's administrator who will re-assign to your Commodity Lead for review and acknowledgement.  Dependent on the level of risk associated with the change introduction, as perceived by Moog, we may request further detail or requirements prior to full acceptance and approval of the change.	Supplier
22	Moog Review & Approval Process	Moog will review the change notification via the TIPQA disposition and approval process. Any further information or approval requirements, if applicable, will be either requested directly, or recorded on the Tip SN-NC Closure tab, for your review following closure notification.	Moog
23	Closure Notification	Following the SN-NC closure you will receive the following e-mail notification THIS IS A COMPUTER GENERATED EMAIL. PLEASE DO NOT RESPOND, MAILBOX IS NOT MONITORED. Respond to the person following the "By" in the message below. NC document SN00035104 at status CLS was assigned to 4000369 (Rob McFeely - rmcfeely@moog.com) by 4000369 (Rob McFeely - rmcfeely@moog.com) on 6/17/2016 5:57:17 AM with the following comments: You have subscribed to Nonconformance Document SN00035104. It has been processed to Status CLS. Please take action as required. http://eatipq01?module=NC&recno=SN00035104&bu=ENG Confidentiality Notice: This electronic mail transmission is intended for the use of the individual or entity to which it is addressed and may contain confidential and/or proprietary information belonging to the sender. If you are not the intended recipient, you are hereby notified that any disclosure, use, copying, distribution, or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this transmission in error, please notify the sender immediately by e-mail and delete the original message. Thank you for your cooperation.	Supplier

23 (continued)	Closure Notification	Open the SN-NC in TIPQA, and navigate to the 'Closure' tab  Moog notes and any further instruction will be captured in the Closure Comments field for your reference. The Moog Buyer remains the normal contact for any questions/ comments regarding this process or the content entered into a specific SN NC.	Supplier
	COMPLETE		