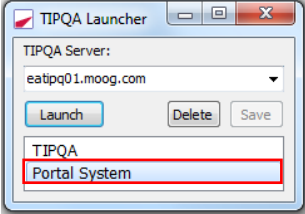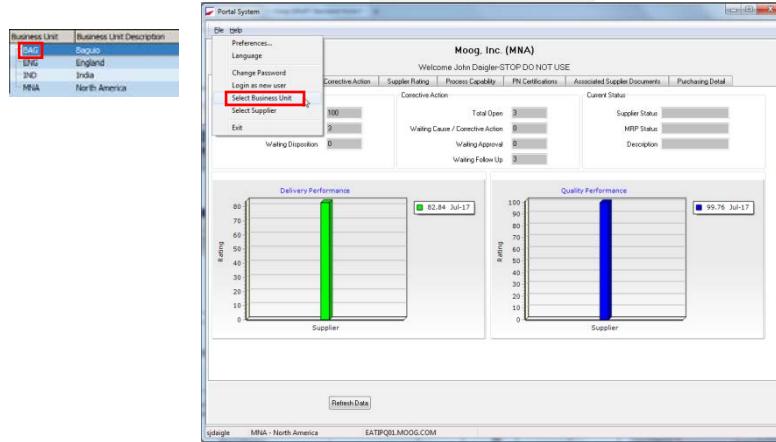| STANDARD WORK – PROCESS INSTRUCTION SHEET			
TITLE	**How to Raise a Supplier Change Notification in TIPQA**	**DEPARTMENT**	**AG Supply Chain**
SUBTITLE	Supplier Change Notification Process	**TEAM COMPOSITION**	
DATE	September 14 2018	John Daigler, John Tetlow, Jimmy Fitzpatrick, Rob McFeely, Jay Sollecito	
REV	2		
AUTHOR	K. Alvarez		
BASIC PROCESS DESCRIPTION	Standard Work instructions for Moog suppliers on how to raise a change notification via the TIPQA Nonconformance module **Note: Updates to this doc must be reflected in all www.Moog.com Supplier PDF instructions**		
STEP #	**STEP / IMAGE**	**INSTRUCTIONS**	**FUNCTION**
Supplier Instructions			
1	Log in to TIPQA via Portal	As stated in Moog's Supplier Quality Requirements (SQR 1): *"Suppliers shall use the electronic TipQA SN type nonconformance, accessible through the Supplier Portal, to notify Moog of changes in organization, business system, product design or specification, manufacturing location or process definition not requested by Moog. Such notification must be given as early as practicable, and should clearly describe the change or changes that are being proposed. Production location changes will be managed according to Moog's Supplier Led Transfer Process. Moog reserves the right to require approval of any changes prior to the supplier shipping any product to Moog, our partners or customers. Suppliers must not ship any product until so authorized."* The following steps will assist you in complying with SQR 1 as it pertains to change notifications. Log-in to your TIPQA user account (provided by Moog) Choose **Portal System**: Enter your **User ID** and **Password**:	Supplier

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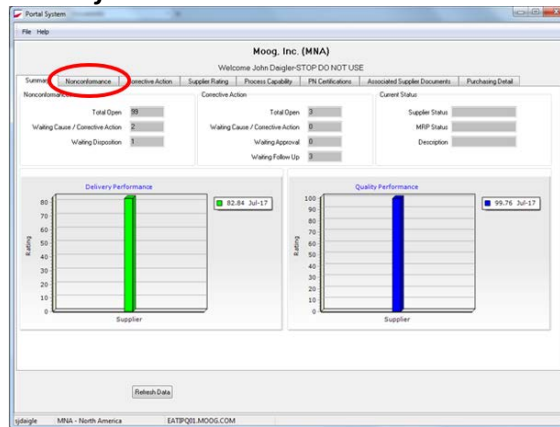|			
1	Log in to TIPQA via Portal	*Note: If the change notification is applicable to issues/parts that affect multiple Moog sites, create the notification in the TIPQA Business Unit that best defines where the majority of the work is being provided. Changing business units can be performed in the "File>Change Business Unit" portion of the homepage.* Choose the **Nonconformance** tab: 	Supplier
2	Create NC	Select the '**Create NC**' option 	Supplier
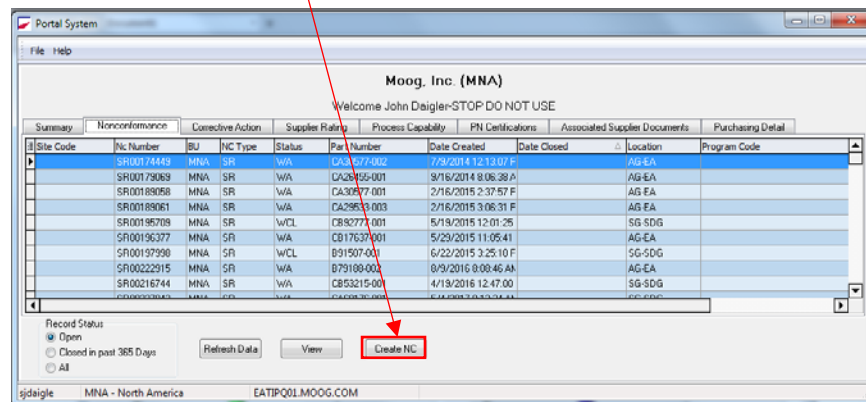
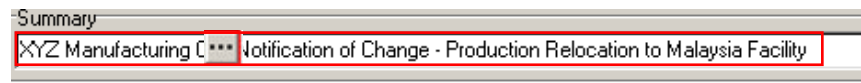| 3 | Select '**Supplier Change Notification**' Type NC | Select the 'SN' option for NC Type, then select [✓ OK] | Supplier |

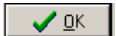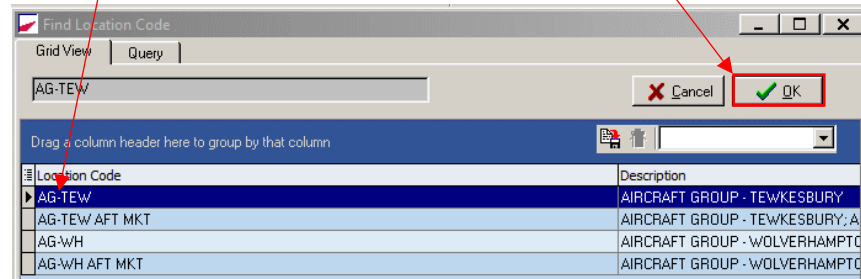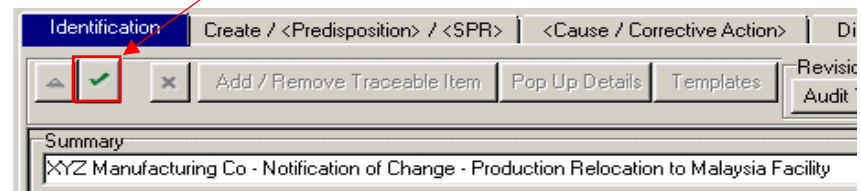| 4 | Complete Identification Tab | 1. In the **Summary** field – provide a brief description of the change notification you are proposing.
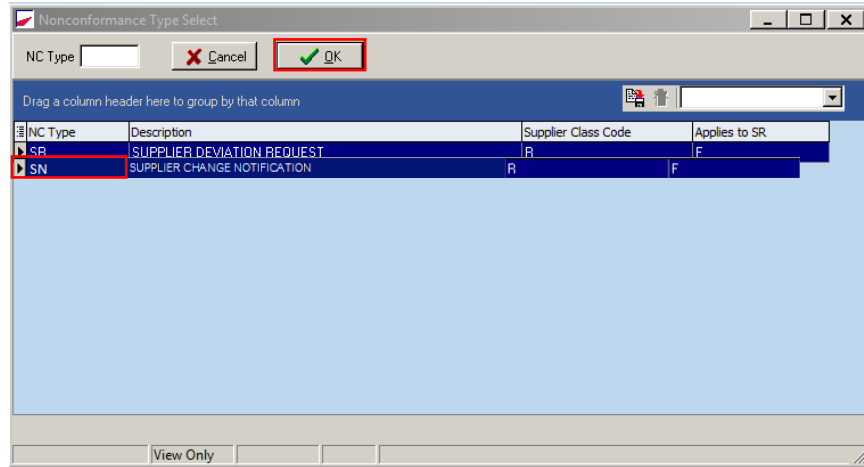
Example:

Summary
XYZ Manufacturing C ••• Notification of Change - Production Relocation to Malaysia Facility

2. Select to open Location Code window.

Location Code   •••

3. Select ✔ OK to open list .

Find Location Code
Grid View | Query
📇 🔝 📋 ▼   ✖ Clear | ✔ OK
Location Code
Description

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

Find Location Code
Grid View | Query
AG-TEW   ✖ Cancel | ✔ OK
Drag a column header here to group by that column   📇 🔝 ▼
Location Code | Description
AG-TEW | AIRCRAFT GROUP - TEWKESBURY
AG-TEW AFT MKT | AIRCRAFT GROUP - TEWKESBURY; A
AG-WH | AIRCRAFT GROUP - WOLVERHAMPT(
AG-WH AFT MKT | AIRCRAFT GROUP - WOLVERHAMPT(

5. Click on the ✔ to save your entries.

Identification | Create / <Predisposition> / <SPR> | <Cause / Corrective Action> | Di
▲ ✔ ✖ | Add / Remove Traceable Item | Pop Up Details | Templates | Revisi
Audit
Summary
XYZ Manufacturing Co - Notification of Change - Production Relocation to Malaysia Facility

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	Supplier

From the *Create* tab

1. Enter '**1**' in the Quantity Field

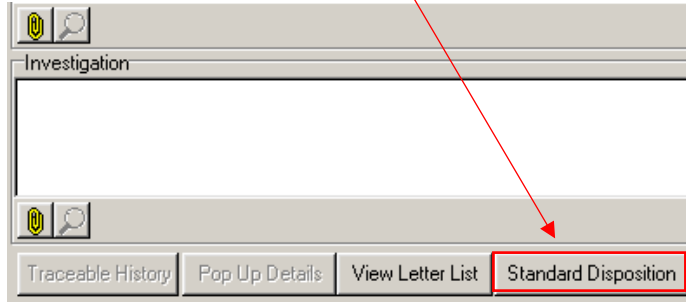2. Select the downward arrow of the Cause Code field

3. Select the applicable change category from the description field options, then select ✔ OK
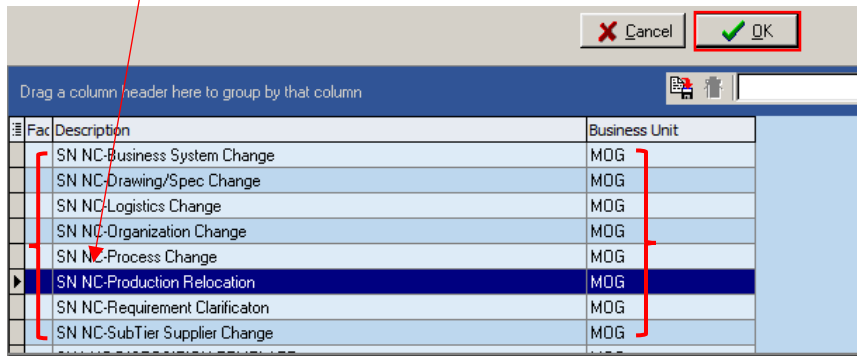
The Change Categories are as follows:

SN Type	Description	Definition	Example
N01	Business System/Certification Change	Any change to supplier's business or quality management systems	Supplier is changing their ERP system
N02	Organization Change	Any change to key personnel or change of ownership	Supplier has a new Sales Manager
N03	Production Relocation	Change in location at which Moog parts are assembled or manufactured	Supplier is moving production of our part to their new facility in Mexico
N04	Moog Drawing/Specification Clarification	A request for Moog to clarify a drawing, specification or other flow down	Supplier discovers a missed dimension on a Moog drawing and wants the drawing corrected
N05	Supplier Drawing/Specification Change	A request/notification to change a supplier's drawing or specification	Supplier is rev'ing their own drawing because a previous material used is now obsolete
N06	Production Process Change	Any change in a production process or method that may affect the fit, form or function of Moog final products or components thereof	Supplier wants to change a major machining operation to make the process more efficient
N07	Sub-tier Supplier Change	Any change to sub-tier suppliers	Supplier wants to move castings to a new lower-cost vendor
N08	Logistics Change	Any change to transportation, handling or storage of Moog parts	Supplier is moving storage and distribution activity to a new location
N09	EDM Process Approval	A request to change from conventional machining to EDM processing	Supplier is requesting to use EDM to machine air gap
N10	OSP Process/Testing Requirement Change	A request to change the test, inspection, process or sampling based upon specification allowances	Supplier is requesting reduced hardness testing after heat treat per AMS2759 Table 2 Note 2 and 3. This is allowed per spec but requires cognizant QA organizational approval.
N11	Notice of Escape	A notification that the supplier has identified non-conforming parts or material that made it to Moog	Supplier discovered wrong raw material being used for WIP that they suspect was used for a previous lot already shipped to Moog

4. Select [Standard Disposition]

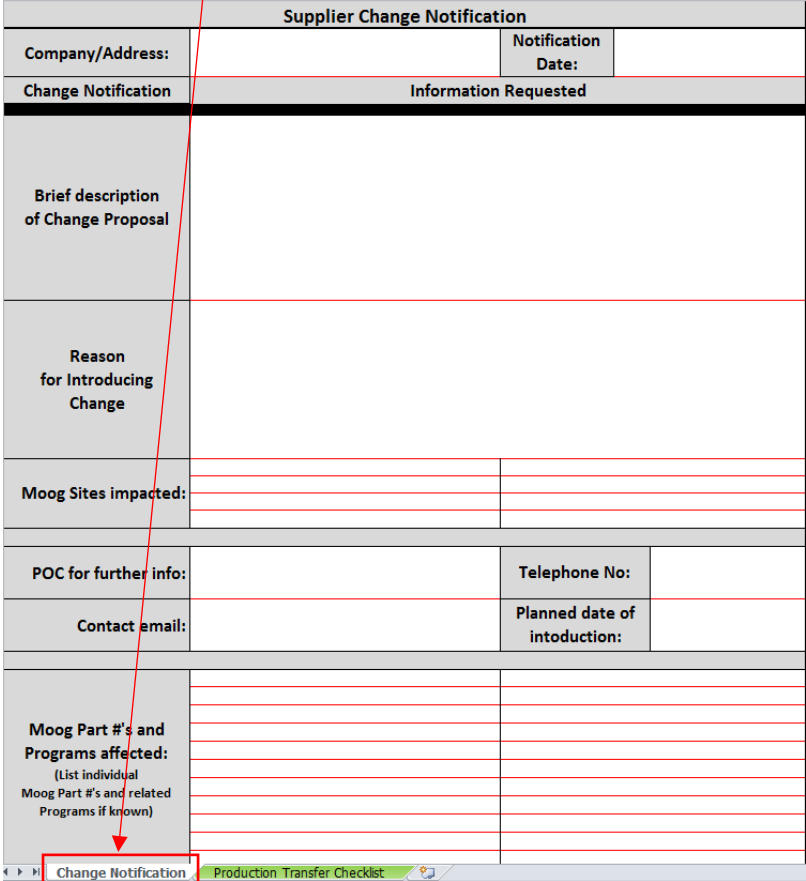5. Highlight the applicable change description from the **SN NC** listing then select [✓ OK]

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** Production Relocation (Moog Attachment Below) Rev 20160415 Please provide clear details of any proposed changes to the location of your manufacturing/production facilities in the attached Change Notification Form (including major internal factory moves). Please also include your responses to the Transfer Readiness Checklist contained within the same attachment (this is a requirement for Moog's approval process) Process: 1. Download and SAVE a copy of the Excel attachment to your PC or Server. 2. Complete details requested in the "Change Notification" tab. 3. Complete responses in the "Production Relocation Checklist" tab. 4. Save the file as "your company name - production relocation - date". 5. Upload your completed copy into the TipQA NC (using the paperclip icon). 6. Process the change notification NC for Moog's review and approval.	Supplier

N03 Production Relocation, N06 Production Process Change, N07 Sub-tier Supplier Change and N09 EDM Process Approval require a standard Excel spreadsheet to be filled out and attached to the NC.

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. Nonconformance Description **Production Relocation (Moog Attachment Below)** Please provide clear details of any proposed changes to the location of your manufacturing/production facilities (including major internal factory moves) in the attached Change Notification Form, including your responses to the Transfer Readiness Checklist (this is a requirement for our approval process) 1. Download and SAVE a copy of the attachment to your PC or Server 2. Complete the Change Notification Form. 3. Attach the completed copy prior to submitting the notification NC	Supplier

| 8 | Open File to Add required Change Information | Navigate to the 'Change Notification' tab within the Excel form

Supplier Change Notification

| Company/Address: | | Notification Date: | |
| Change Notification | Information Requested | | |

Brief description of Change Proposal

Reason for Introducing Change

Moog Sites impacted:

| POC for further info: | | Telephone No: | |
| Contact email: | | Planned date of intoduction: | |

Moog Part #'s and Programs affected:
(List individual Moog Part #'s and related Programs if known)

Change Notification | Production Transfer Checklist | 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
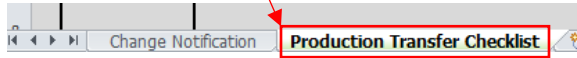
10	Provide Description of Change Proposal	Provide brief 'headline' description of the change being introduced (This can be accompanied by a formal letter) **Brief description of Change Proposal** — Per the attached formal letter, this notification is to inform you that Example Manufacturing is relocating 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.	Supplier
11	Provide Reason for Introducing Change	Provide a brief description of the reason for introducing this change **Reason for Introducing Change** — This move supports our sales growth strategy and coincides with the forthcoming termination of the lease on our current building.	Supplier
12	Identify Moog Sites Impacted	Select from the provided drop-down menu all applicable Moog sites that are affected by the proposed change (Design/Purchasing Authority) **Moog Sites impacted:** Torrance, East Aurora	Supplier
13	Provide Contact Details	Enter your supplier contact details for Moog follow-up **POC for further info:** James Frankle **Telephone No:** (541) 123-4567 **Contact email:** james.frankle@example.com	Supplier
14	Provide Date of Introduction	Enter the planned date of introduction for the change **Planned date of intoduction:** 01/12/2016 ***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***	Supplier
15	Provide Part Numbers Impacted	List Moog Part numbers affected by the planned change **Moog Part #'s and Programs affected:** (List individual Moog Part #'s and related Programs if known) CA432156-001 CA446653-001 CB226543-001 CB226543-002 4321232-003-002	Supplier
		For production method changes, production transfers and key sub-tier changes Moog request the completion of an additional Checklist.	

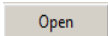| 16	Populate Checklist	*The checklists are based on Aerospace recommended practices and will help both parties establish a common understanding in the level of both project management and risk mitigation considered, to ensure there is no unplanned disruption to product supply.* 1. Navigate to the Checklist 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

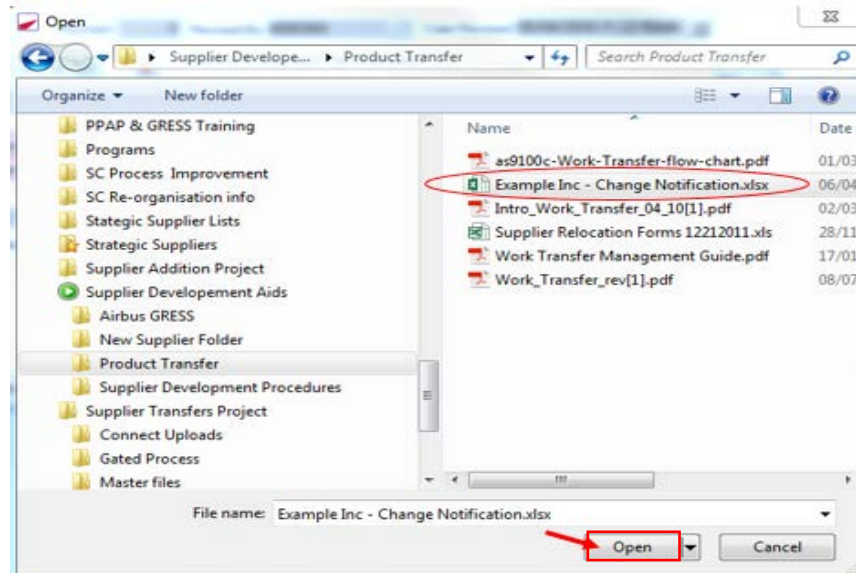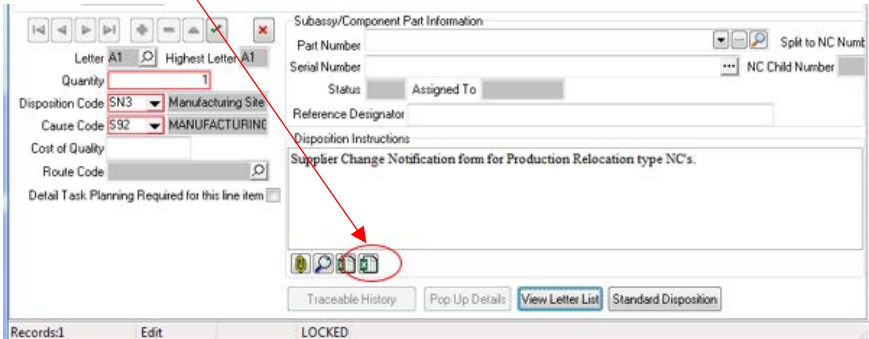|		Attach the populated Change Notification form:
		1. Click on 📎 icon
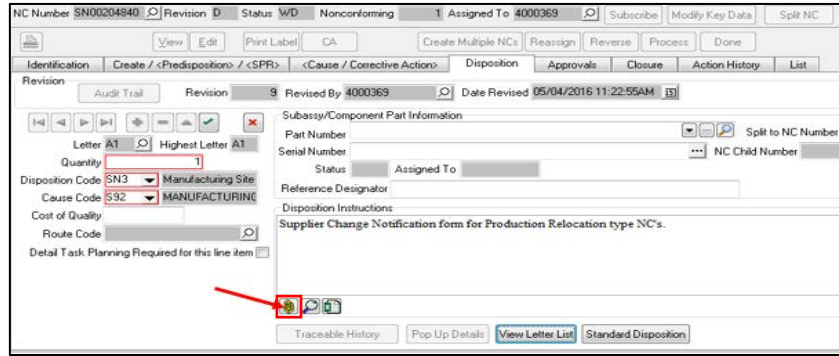
2. Select 'Insert File' option
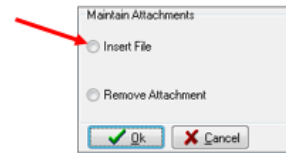
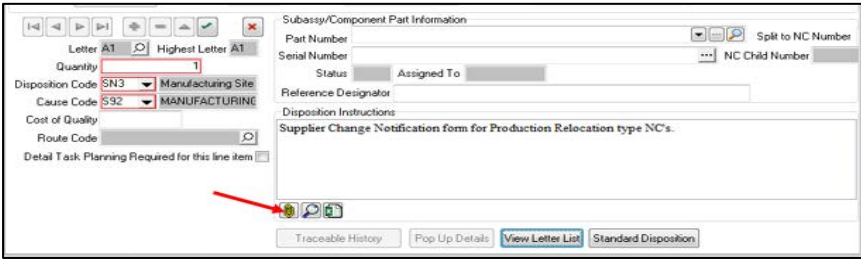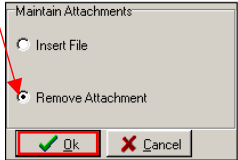3. Navigate to where you stored your completed form, select file and click on Open
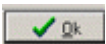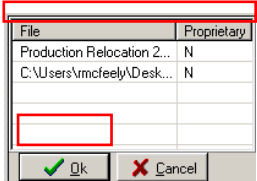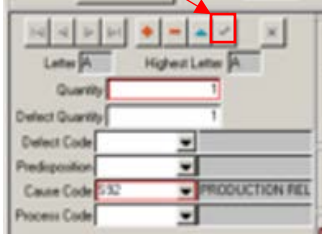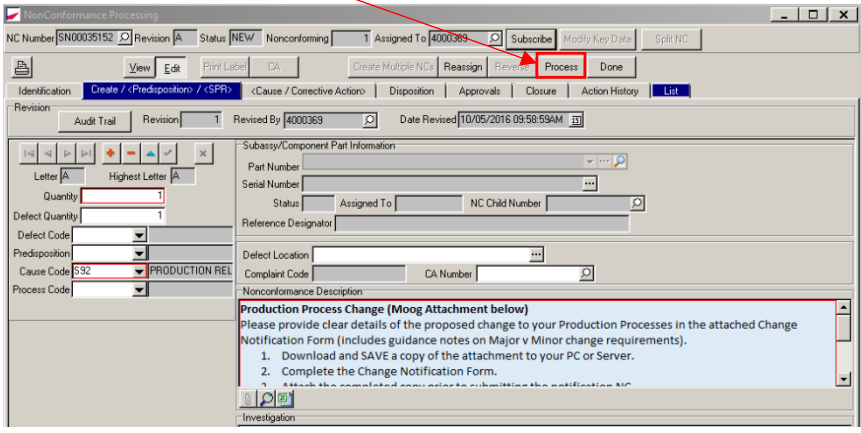

| **18** | Upload Completed File to TIPQA | | | Supplier |

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] icon 2. Select 'Remove Attachment' and click and [Ok] Choose click [Ok] 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		