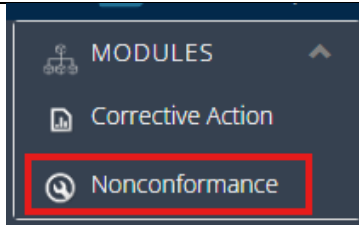


TIPQA - Supplier Notification (SN) Request SWI



STANDARD WORK – PROCESS INSTRUCTION SHEET

TITLE	TIPQA- Supplier Notification (SN) Request SWI		DEPARTMENT	Central Supply Chain Supplier Quality Excellence
PROCESS	Supplier Change Notification Process		TEAM COMPOSITION	
DATE	20251106		Caitlyn Gilmartin, Andrew Armitage, Jacob Alvaro	
REV	Original			
AUTHOR	Caitlyn Gilmartin			
BASIC PROCESS DESCRIPTION	Standard Work instructions for Moog suppliers on how to raise a change notification via the TIPQA Nonconformance module. For nonconformances related to a specific purchase order line item, see SWI-1817 to create a Supplier Request (SR) Nonconformance”.			
STEP #	STEP DESCRIPTION	IMAGE / INSTRUCTIONS		FUNCTION
1	Log in to TPQA via Portal	Follow SWI-2161 to log onto TIPQA Web using a Partner Portal account for the first time. This SWI will not be applicable after a user logs on for the first time. For further TIPQA access instructions, please reference “TIPQA – Supplier Login to TIPQA Web via Partner Portal SWI-182 ” located on the Moog Supplier Quality Requirements Site after first time log on has been completed.		Supplier
2	Choose the Nonconformance Module			Supplier
3	Create NC	Select the Create NC option 		Supplier
4	Select “Supplier Change Notification” type NC	Select the ‘SN’ option for NC Type then select “Apply”		Supplier

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TIPQA - Supplier Notification (SN) Request SWI



		Please select NC Type.	
5	Complete the Identification Tab	Complete all required fields highlighted in red on the Identification tab. Once all fields are completed, select checkmark to save	Supplier
6	Complete the Create Tab	Complete the quantity and Cause Code fields highlighted in red on the Create Tab. The Cause code will indicate the type of SN that you are submitting. Summaries of each SN type can be found in the table below:	Supplier

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SN Type	Description	Definition	Example
C01	Business System/Certification Change	Any change to supplier's business or quality management systems	Supplier is changing their ERP system
C02	Organization Change	Any change to key personnel or change of ownership	Supplier has a new Sales or Quality Manager
C03	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
C04	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
C05	Supplier Drawing/Specification Change	A request/notification to change a supplier's drawing or specification	Supplier is updated their own drawing because a previous material used is now obsolete
C06	Production Process Change(non-OSP)	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
C07	Sub-tier Supplier Change	Any change to sub-tier suppliers	Supplier wants to move castings to a new vendor
C08	Logistics Change	Any change to transportation, handling or storage of Moog parts	Supplier is moving storage and distribution activity to a new location
C09	Any EDM Approval - Process / Change	A request to change from conventional machining to EDM processing or from EDM processing to conventional machining or any process change.	Supplier is requesting to use EDM to machine air gap or change process parameters
C10	OSP Change - Process / Inspection / Testing Requirement	A request to change the test, inspection or process in accordance with specification allowances	A. 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. B. NDT would require Level 3
C11	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
C12	SQR-1 Exemption	A notification that the supplier has a request for an exemption to SQR-1 assessment	Supplier is not AS9100 approved and will not be pursuing certification

Select a Standard Disposition for the correct SN type and complete the relevant instructions

The screenshot shows a software interface with a top toolbar containing icons for lock, undo, redo, and other actions. Below the toolbar is a row of buttons: 'on', 'Reverse', 'Subscription', 'Modify Key Data', 'Line/Letter Details', and 'Process'. At the bottom, there is a row of buttons: 'Traceable History', 'Allocate / Deallocate', 'Standard Disposition' (which is highlighted with a red rectangular box), and 'Pop Up Details'. Below these buttons is a label 'Quantitv *' followed by a text input field.

Select the code to match your SN type (C01, C02, etc) and hit OK to enter the standard disposition.

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Standard Disposition

Cancel

Ok

Drag a column header here to group by that column

Standard Text Code	Business Unit
AG/SG-Defect Description-Basic	MOG
C01_Business System Change	MOG
C02_Organization Change	MOG
C03_Product Relocation	MOG
C04_Moog Dwg/Spec Clarificatio	MOG
C05_Supplier Dwg/Spec Change	MOG
C06_Production Process Change	MOG
C07_Subtier Supplier Change	MOG
C08_Logistics Change	MOG
C09_EDM Process Approval	MOG
C10_OSP Require Change Request	MOG
C11_Potential NOE	MOG
C12_SQR-1 Exemptions	MOG

Content

↶ ↷ Size B I S U

Normal text

Fill in any questions asked in the template which should now be visible in the “Nonconformance Description tab, as well as completing any forms or excel files that might be attached as documents in the nonconformance description section. You can hit the expand button to make the window bigger.

SUBASSY/COMPONENT PART INFORMATION

Nonconformance Description *

Production Relocation (Moog Attachment Below) Form 810-1397 Rev 20230202
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).

C03 Production Relocation, C06 Production Process Change, C07 Sub-tier Supplier Change and C09 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 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.

Steps 7-10 cover instructions for completing these Excel spreadsheets.

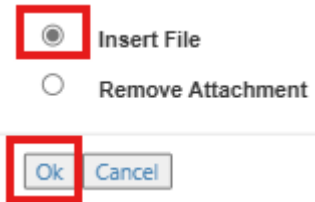
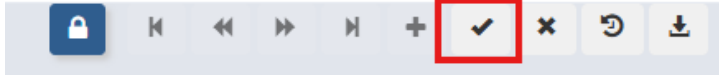
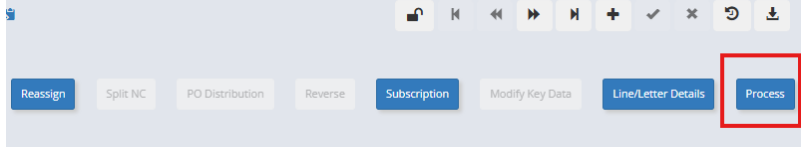
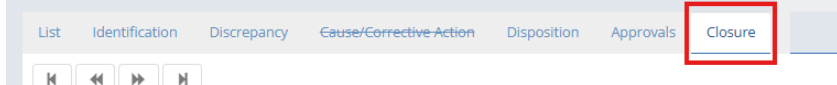
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7	Open File to Add Required Change Information	Navigate to the 'Production Relocation' tab within the Excel form. Initial Transfer Assessment (ITA) SECTION 1: TO BE COMPLETED BY THE SUPPLIER <table><tr><td colspan="2">Moog First Tier Supplier</td><td colspan="2">Current Source</td><td>Supplier Ref No.</td></tr><tr><td>Company Name:</td><td></td><td>Name:</td><td></td><td>0</td></tr><tr><td>Moog Vendor Code:</td><td></td><td>Location:</td><td></td><td>Date Submitted</td></tr><tr><td>Contact Name:</td><td></td><td colspan="2">Proposed Source</td><td></td></tr><tr><td>Phone Number:</td><td></td><td>Name:</td><td></td><td>Date change required by</td></tr><tr><td>Email Address:</td><td></td><td>Location:</td><td></td><td></td></tr></table> Description of the proposed change Potential Benefit(s) Select all that apply ☐ Quality ☐ Cost ☐ Delivery Product Number(s) Use the 'Product Number Listing' Enter Part Numbers (Link) Total number of product(s) affected 0 Product subject to fixed process control 0 INITIAL ASSESSMENT OF THE SOURCES OF RISK A RESPONSE IS REQUIRED TO ALL QUESTIONS - Choose the appropriate responses from the drop down menu which appears when selecting the relevant cell. <table><tr><th>Question</th><th>Answer</th><th>Risk</th></tr><tr><td>1 Is the change the relocation of the manufacturing facility / plant?</td><td></td><td></td></tr><tr><td>2 Is the change the relocation of existing, or implementation of new manufacturing equipment within current facility / plant?</td><td></td><td></td></tr><tr><td>3 Is the change the acquisition of new capability or capacity?</td><td></td><td></td></tr><tr><td>4 Will the change include product with a complex manufacturing method, or complex supply chain?</td><td></td><td></td></tr><tr><td>5 Will the change include product(s) which requires a fixed method of manufacture to be approved by the Design authority?</td><td></td><td></td></tr><tr><td>6 Will the change include product(s) with quality or delivery problems in the last 12 months?</td><td></td><td></td></tr><tr><td>7 Does the proposed source have manufacturing experience of the product(s) and material(s)?</td><td></td><td></td></tr><tr><td>8 Does the proposed source have experience of the key processes in the method?</td><td></td><td></td></tr><tr><td>9 What Customer Protection Strategy is agreed to ensure continuity of supply?</td><td></td><td></td></tr><tr><td>10 What level of delivery performance is being achieved by the proposed source?</td><td></td><td></td></tr><tr><td>11 Will the change affect the 'unit cost' of the product(s)?</td><td></td><td></td></tr><tr><td>12 Is the existing source aware of the planned transfer?</td><td></td><td></td></tr><tr><td>13 Will the change significantly impact the volumes in the existing source?</td><td></td><td></td></tr><tr><td>14 Does the proposed source(s) hold approval for all quality and technical requirements to SQRI-1?</td><td></td><td></td></tr><tr><td>15 Are there any potential issues with Intellectual Property (IP)?</td><td></td><td></td></tr><tr><td>16 Is this change, the only change (planned/ in-progress) affecting any element of the identified supply chain or product(s)?</td><td></td><td></td></tr><tr><td>17 Are the legal requirements governing the manufacture, supply and safe use of chemical substances understood by all potential sources and their sub tiers?</td><td></td><td></td></tr><tr><td>18 Are all applicable Export Authorizations for all jurisdictions and destinations in place?</td><td></td><td></td></tr></table> Comments:	Moog First Tier Supplier		Current Source		Supplier Ref No.	Company Name:		Name:		0	Moog Vendor Code:		Location:		Date Submitted	Contact Name:		Proposed Source			Phone Number:		Name:		Date change required by	Email Address:		Location:			Question	Answer	Risk	1 Is the change the relocation of the manufacturing facility / plant?			2 Is the change the relocation of existing, or implementation of new manufacturing equipment within current facility / plant?			3 Is the change the acquisition of new capability or capacity?			4 Will the change include 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8	Complete Change Checklist	For production method changes, production transfers and key sub-tier changes, Moog requests the completion of an additional 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 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																																																																																							
9	Save Completed File & update to TipQA system	1. Save the file to your PC or server, re-naming as "[supplier name] ITA.xls 2. Attach the populated Change Notification form: Back in TipQA - Click on icon 3. Select 'Insert File' option that looks like a paperclip: Nonconformance Description * Production Relocation (Moog Attach Please provide clear details of any p attached Change Notification Form	Supplier																																																																																							

TIPQA - Supplier Notification (SN) Request SWI

		A small window will appear with the option to insert or remove a file, Select Insert File and hit OK  4. Navigate to where you stored your completed form, select the file, and click on 'Open'.	
10	Verify File Upload and Attach Additional Information if Applicable	File should now appear in TIPQA as an additional attachment If applicable, repeat step 9 to attach any other supporting materials (i.e. formal letter of notification, overview presentation etc.)	Supplier
11	Process TipQA Record	1. Select the checkmark button to save the record  2. Click the "Process" button to move the TIPQA change notification to the next stage and automatically reassign to Moog, who will reassign to your Supply Chain Regional Team member for review and acknowledgement.  NOTE: <i>If you Do Not hit the process button, the SN will not be assigned to Moog and may not be received. Ensure you hit the Process button once you are complete.</i> Dependent on the level of risk associated with the change introduction, as perceived by Moog, Moog may request further details or requirements prior to full acceptance and approval of the change.	Supplier
12	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 Supply Chain
13	Closure Notification	Following the SN-NC closure you will receive an e-mail notification. Open the SN-NC in TIPQA, and navigate to the 'Closure' tab 	Supplier



		Moog notes, approval or rejection, and any further instruction will be captured in the Closure Comments field for your reference. Please contact your Moog representative for any questions/ comments regarding this process or the content entered for a specific SN NC.	
	COMPLETE		



Revision History

Revision Number	Date of Change	Description of Change
Original	20251106	Initial Release - Created process for web-based TipQA, including new screenshots.