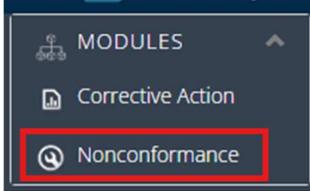
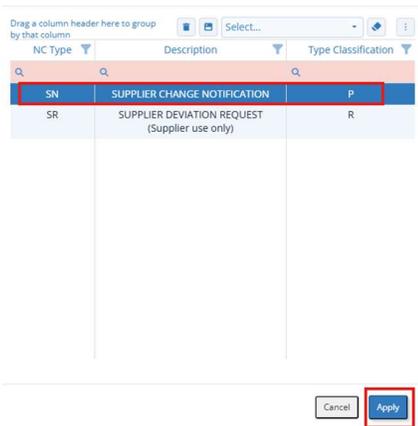


TIPQA - Supplier Notification (SN) Request SWI



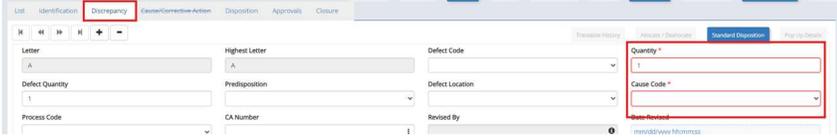
STANDARD WORK – PROCESS INSTRUCTION SHEET

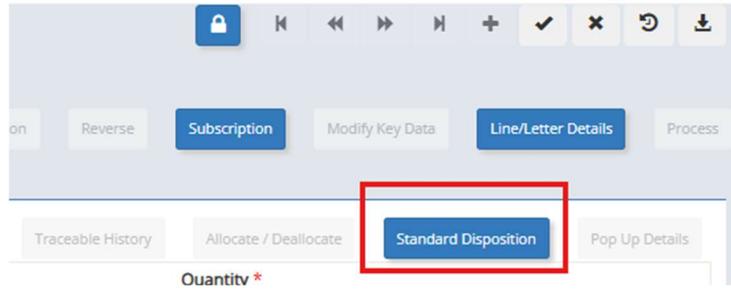
TITLE	TIPQA- Supplier Notification (SN) Request SWI	DEPARTMENT	Central Supply Chain Supplier Quality Excellence
PROCESS	Supplier Change Notification Process	TEAM COMPOSITION	
DATE	20260226	Caitlyn Gilmartin, Andrew Armitage, Jacob Alvaro	
REV	1.0		
AUTHOR	Caitlyn Gilmartin		
BASIC PROCESS DESCRIPTION	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 TIPQA 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

DISCLAIMER: Printed copies are for reference only.

Form 117-73 20240916
SWI-2284 20260226

5	Complete the Identification Tab	<p>Complete all required fields highlighted in red on the Identification tab.</p>  <p>Once all fields are completed, select checkmark to save</p> 	Supplier
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6	Complete the Create Tab	<p>Complete the quantity and Cause Code fields highlighted in red on the Create Tab.</p>  <p>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:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #800000; color: white;"> <th>SN Type</th> <th>Description</th> <th>Definition</th> <th>Example</th> </tr> </thead> <tbody> <tr> <td>C01</td> <td>Business System/Certification Change</td> <td>Any change to supplier's business or quality management systems</td> <td>Supplier is changing their ERP system</td> </tr> <tr> <td>C02</td> <td>Organization Change</td> <td>Any change to key personnel or change of ownership</td> <td>Supplier has a new Sales or Quality Manager</td> </tr> <tr> <td>C03</td> <td>Production Relocation</td> <td>Change in location at which Moog parts are assembled or manufactured</td> <td>Supplier is moving production of our part to their new facility in Mexico</td> </tr> <tr> <td>C04</td> <td>Moog Drawing/Specification Clarification</td> <td>A request for Moog to clarify a drawing, specification or other flow down</td> <td>Supplier discovers a missed dimension on a Moog drawing and wants the drawing corrected</td> </tr> <tr> <td>C05</td> <td>Supplier Drawing/Specification Change</td> <td>A request/notification to change a supplier's drawing or specification</td> <td>Supplier is updated their own drawing because a previous material used is now obsolete</td> </tr> <tr> <td>C06</td> <td>Production Process Change(non-OSP)</td> <td>Any change in a production process or method that may affect the fit, form or function of Moog final products or components thereof</td> <td>Supplier wants to change a major machining operation to make the process more efficient</td> </tr> <tr> <td>C07</td> <td>Sub-tier Supplier Change</td> <td>Any change to sub-tier suppliers</td> <td>Supplier wants to move castings to a new vendor</td> </tr> <tr> <td>C08</td> <td>Logistics Change</td> <td>Any change to transportation, handling or storage of Moog parts</td> <td>Supplier is moving storage and distribution activity to a new location</td> </tr> <tr> <td>C09</td> <td>Any EDM Approval - Process / Change</td> <td>A request to change from conventional machining to EDM processing or from EDM processing to conventional machining or any process change.</td> <td>Supplier is requesting to use EDM to machine air gap or change process parameters</td> </tr> <tr> <td>C10</td> <td>OSP Change - Process / Inspection / Testing Requirement</td> <td>A request to change the test, inspection or process in accordance with specification allowances</td> <td>A. 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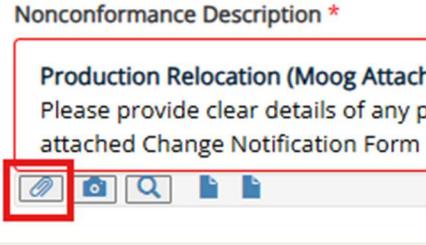
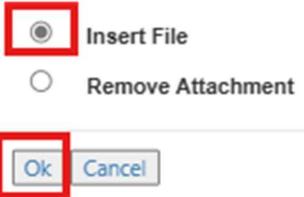
Select the code to match your SN type (C01, C02, etc) and hit OK to enter the standard disposition.

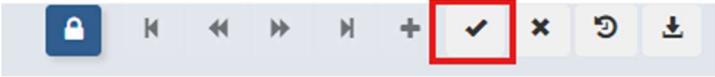
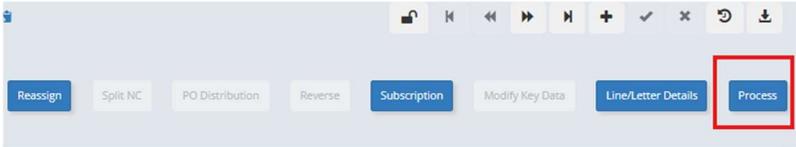


Fill in any questions asked in the template which should now be visible in the "Nonconformance Description tab, as well as completing any forms or excel files that might be attached as documents in the nonconformance description section. You can hit the expand button to make the window bigger.



		<p>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.</p> <p>The following Instruction represents the additional requirement of completing the Excel attachment, using a Production Relocation change notification for example.</p> <p>Steps 7-10 cover instructions for completing these Excel spreadsheets.</p>	
<p>7</p>	<p>Open File to Add Required Change Information</p>	<p>Navigate to the 'Production Relocation' tab within the Excel form.</p>	<p>Supplier</p>
<p>8</p>	<p>Complete Change Checklist</p>	<p>For production method changes, production transfers and key sub-tier changes, Moog requests the completion of an additional Checklist.</p> <p>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.</p> <ol style="list-style-type: none"> 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. 	<p>Supplier</p>

<p>9</p>	<p>Save Completed File & update to TipQA system</p>	<ol style="list-style-type: none"> 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:  <p>A small window will appear with the option to insert or remove a file, Select Insert File and hit OK</p>  <ol style="list-style-type: none"> 4. Navigate to where you stored your completed form, select the file, and click on ‘Open’. 	<p>Supplier</p>
<p>10</p>	<p>Verify File Upload and Attach Additional Information if Applicable</p>	<p>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.)</p>	<p>Supplier</p>
<p>11.</p>	<p>Potential NOE to a Moog facility</p>	<p>A Notice Of Escape (NOE) is an identified nonconforming condition that has left the suppliers facility and is enroute to, or has been received by a Moog facility. Moog has very specific contractual requirements from our customers regarding communication and details required in the event of an NOE. As such Moog requires any C11 Type SN to be:</p> <ul style="list-style-type: none"> • Communicated once the delivery of nonconforming hardware is determined. • A complete containment list to be provided of impacted material delivered to Moog. • Root cause of how the nonconformance occurred AND how it escaped your facility • Immediate and long term corrective actions to address the occurrence of the nonconforming condition AND the missed detection that allowed the nonconforming material to escape your facility. <p>C11 SN’s shall be completed and processed to Waiting Closure (WCL) within 30 days of the initial communication.</p>	<p>Supplier / Moog Supplier Quality Engineer</p>

		An SU Type Corrective Action will be issued upon submission and review of a C11 SN submission.	
12	Process TipQA Record	<p>1. Select the checkmark button to save the record</p>  <p>2. Click the “Process” button to move the TIPQA change notification to the next stage and automatically reassign to Moog, who will re-assign to your Supply Chain Regional Team member for review and acknowledgement.</p>  <p>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></p> <p>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.</p>	Supplier
13	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
14	Closure Notification	<p>Following the SN-NC closure you will receive an e-mail notification.</p> <p>Open the SN-NC in TIPQA, and navigate to the ‘Closure’ tab</p>  <p>Moog notes, approval or rejection, and any further instruction will be captured in the Closure Comments field for your reference.</p> <p>Please contact your Moog representative for any questions/ comments regarding this process or the content entered for a specific SN NC.</p>	Supplier
	COMPLETE		

Revision History

Revision Number	Date of Change	Description of Change
Original	20251106	Initial Release - Created process for web-based TipQA, including new screenshots.
1.0	20260226	Added summary of timeline and actions for C11 type SN