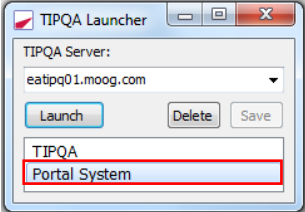



STANDARD WORK – PROCESS INSTRUCTION SHEET

TITLE	How to Raise a Supplier Change Notification in TIPQA	DEPARTMENT	AG Supply Chain
SUBTITLE	Supplier Change Notification Process	TEAM COMPOSITION	
DATE	April 30, 2021	John Daigler, John Tetlow, Jimmy Fitzpatrick, Rob McFeely, Jay Sollecito	
REV	4		
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. Contact Ian Novickis for updates.		

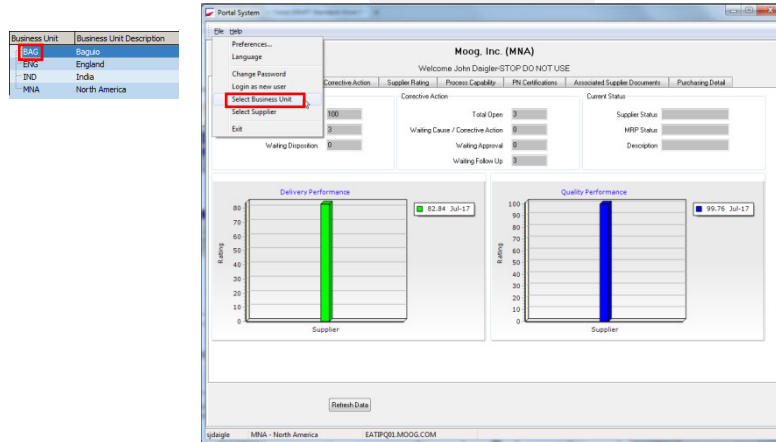
STEP #	STEP / IMAGE	INSTRUCTIONS	FUNCTION
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Supplier Instructions			
1	Log in to TIPQA via Portal	<p>As stated in Moog’s Supplier Quality Requirements (SQR 1):</p> <p><i>“Suppliers shall use the electronic TipQA SN type nonconformance, accessible through 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.”</i></p> <p>The following steps will assist you in complying with SQR 1 as it pertains to change notifications.</p> <p>Log-in to your TIPQA user account (provided by Moog)</p> <p>Choose Portal System:</p>  <p>Enter your User ID and Password:</p> 	Supplier

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.

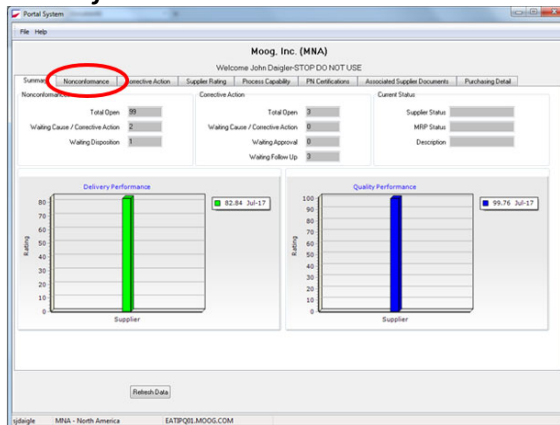
1

Log in to TIPQA via Portal



Supplier

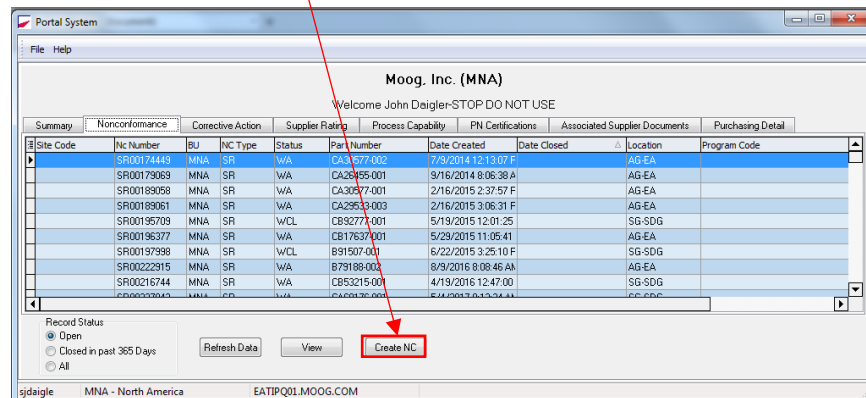
Choose the **Nonconformance** tab:




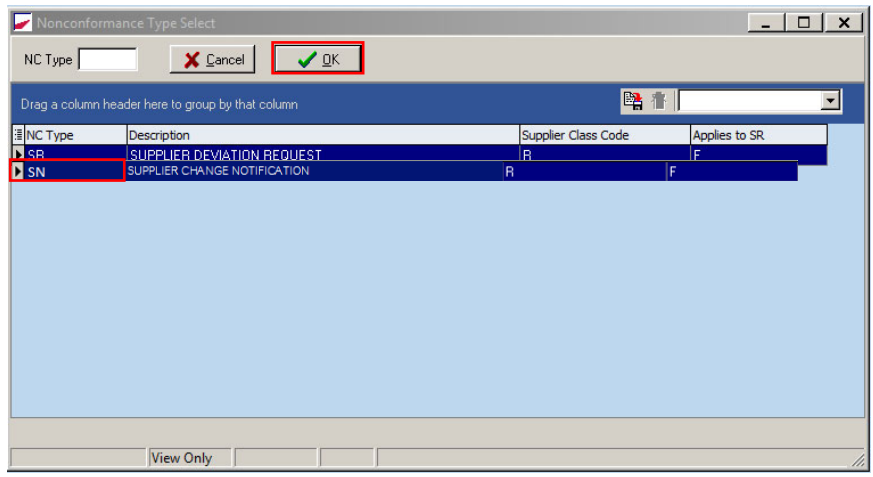
2

Create NC

Select the **'Create NC'** option



Supplier

3	Select 'Supplier Change Notification' Type NC	<p>Select the 'SN' option for NC Type, then select </p>  <p>The screenshot shows a dialog box titled "Nonconformance Type Select". At the top, there is a text input field for "NC Type" and two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red box. Below the buttons is a table with the following data:</p> <table border="1"><thead><tr><th>NC Type</th><th>Description</th><th>Supplier Class Code</th><th>Applies to SR</th></tr></thead><tbody><tr><td>SR</td><td>SUPPLIER DEVIATION REQUEST</td><td>R</td><td>F</td></tr><tr><td>SN</td><td>SUPPLIER CHANGE NOTIFICATION</td><td>R</td><td>F</td></tr></tbody></table> <p>At the bottom of the dialog box, there is a "View Only" button.</p>	NC Type	Description	Supplier Class Code	Applies to SR	SR	SUPPLIER DEVIATION REQUEST	R	F	SN	SUPPLIER CHANGE NOTIFICATION	R	F	Supplier
NC Type	Description	Supplier Class Code	Applies to SR												
SR	SUPPLIER DEVIATION REQUEST	R	F												
SN	SUPPLIER CHANGE NOTIFICATION	R	F												

4

Complete Identification Tab

Supplier

1. In the **Summary** field – provide a brief description of the change notification you are proposing.

Example:


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

2. Select to open Location Code window.

Location Code

3. Select  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  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 - WOLVERHAMPTO
AG-WH AFT MKT AIRCRAFT GROUP - WOLVERHAMPTO

5. Click on the  to save your entries.

Identification Create / <Predisposition> / <SPR> <Cause / Corrective Action> | Di
Save 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.

From the **Create** tab

Identification **Create / <Predisposition> / <SPR>** <Cause /

1. Enter '1' in the Quantity Field

Quantity

2. Select the downward arrow of the Cause Code field

Cause Code ▼

3. Select the applicable change category from the description field options, then select

5

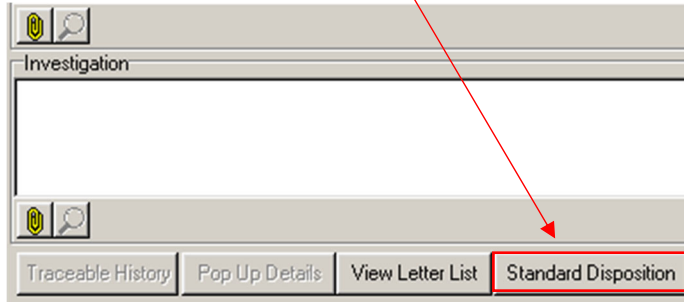
Determine Moog Instruction for Applicable Change Category

The Change Categories are as follows:

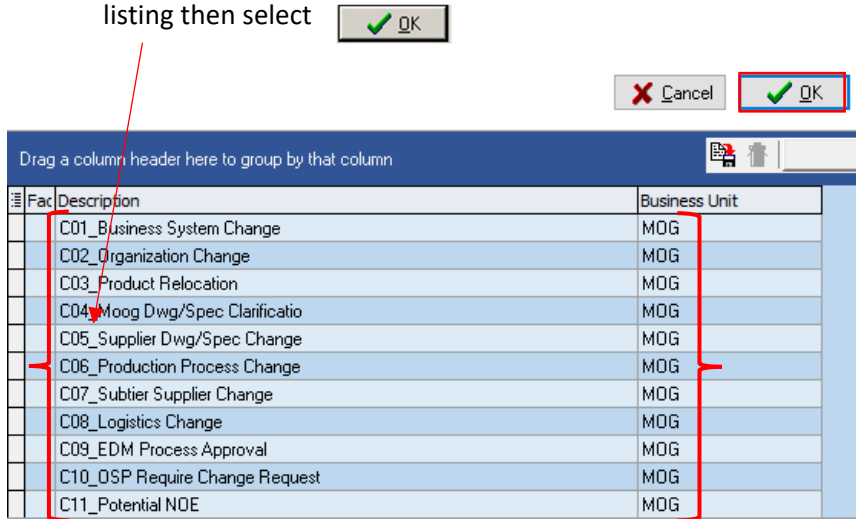
SN Type	Description	Definition	Example
C01	Business System/Certification Change	Any change to supplier's business or quality management systems	Supplier is changing their ERP system
C02	Organization Change	Any change to key personnel or change of ownership	Supplier has a new Sales or Quality Manager
C03	Production Relocation	Change in location at which Moog parts are assembled or manufactured	Supplier is moving production of a parts 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 updating their own drawing because previous material used is now obsolete
C06	Production Process Change	Any change in production process or method that may affect the fit, form or function of Moog final products or components thereof	Supplier wants to make 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 lower cost 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	EDM Process Approval	A request to change from conventional machining to EDM processing	Supplier is requesting to use EDM to machine air gap
C10	OSP Requirement Change Request	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
C11	Potential NOE (Notice of Escape)	A notification that the supplier has identified non-conforming parts or material that was shipped 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 Exemptions	A request for an exemption to a flow down requirement defined in SQR-1	Supplier uses a different Vision Standard for their employees than what is defined in SQR-1

Supplier

4. Select **Standard Disposition**



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




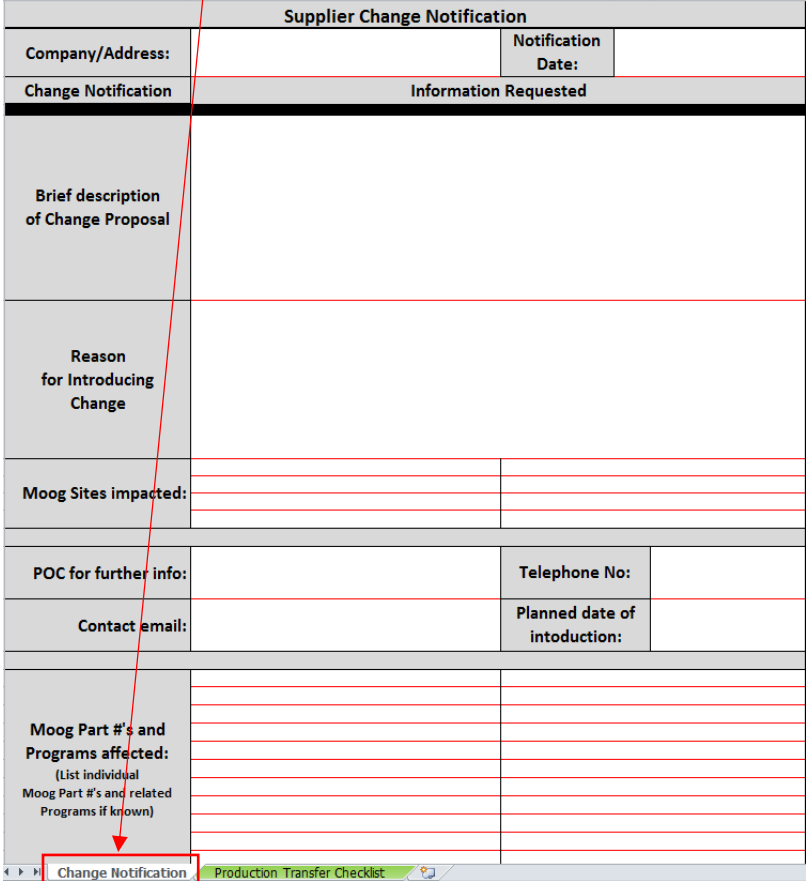
<p>6</p>	<p>Complete Pre-Disposition Requirement per Moog Instruction</p>	<p>Each change category has unique Moog requirements to complete the notification process.</p> <p>1. Follow the instruction provided in the non-conformance description box.</p> <p>Example: Production Process Change</p> <div data-bbox="483 407 1336 831" style="border: 1px solid black; padding: 5px;"> <p>Production Relocation (Moog Attachment Below) Rev 20160415</p> <p>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).</p> <p>Please also include your responses to the Transfer Readiness Checklist contained within the same attachment (this is a requirement for Moog's approval process)</p> <p>Process:</p> <ol style="list-style-type: none"> 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. </div>	<p>Supplier</p>
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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 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.

<p>7</p>	<p>Open Change Notification Attachment</p>	<p>Select the  icon to open the change notification form attachment.</p> <div data-bbox="483 1461 1295 1770" style="border: 1px solid black; padding: 5px;"> <p>Nonconformance Description</p> <p>Production Relocation (Moog Attachment Below)</p> <p>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)</p> <ol style="list-style-type: none"> 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 </div>	<p>Supplier</p>
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<p style="text-align: center;">8</p>	<p style="text-align: center;">Open File to Add required Change Information</p>	<p style="text-align: center;">Navigate to the 'Change Notification' tab within the Excel form</p> 	<p style="text-align: center;">Supplier</p>				
<p style="text-align: center;">9</p>	<p style="text-align: center;">Populate Header Data</p>	<p style="text-align: center;">Enter your company name, and location</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Company/Address:</td> <td style="padding: 5px;">Example Manufacturing - Newberg, Oregon</td> </tr> </table> <p style="text-align: center;">Enter today's date as Notification Date in (dd/mm/yy) format</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Notification Date:</td> <td style="padding: 5px;">12/01/2016</td> </tr> </table>	Company/Address:	Example Manufacturing - Newberg, Oregon	Notification Date:	12/01/2016	<p style="text-align: center;">Supplier</p>
Company/Address:	Example Manufacturing - Newberg, Oregon						
Notification Date:	12/01/2016						

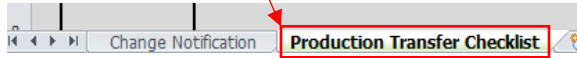
10	Provide Description of Change Proposal	<p>Provide brief 'headline' description of the change being introduced (This can be accompanied by a formal letter)</p> <table border="1" data-bbox="483 205 1344 470"> <tr> <td data-bbox="483 205 686 470">Brief description of Change Proposal</td> <td data-bbox="686 205 1344 470">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 Oregon 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 Franke, our Operations Transition Lead.</td> </tr> </table>	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 Oregon 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 Franke, our Operations Transition Lead.	Supplier											
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11	Provide Reason for Introducing Change	<p>Provide a brief description of the reason for introducing this change</p> <table border="1" data-bbox="483 621 1344 848"> <tr> <td data-bbox="483 621 686 848">Reason for Introducing Change</td> <td data-bbox="686 621 1344 848">This move supports our sales growth strategy and coincides with the forthcoming termination of the lease on our current building.</td> </tr> </table>	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											
Reason for Introducing Change	This move supports our sales growth strategy and coincides with the forthcoming termination of the lease on our current building.															
12	Identify Moog Sites Impacted	<p>Select from the provided drop-down menu all applicable Moog sites that are affected by the proposed change (Design/Purchasing Authority)</p> <table border="1" data-bbox="483 1016 1344 1100"> <tr> <td data-bbox="483 1016 686 1100" rowspan="3">Moog Sites impacted:</td> <td data-bbox="686 1016 1019 1045">Torrance</td> <td data-bbox="1019 1016 1344 1045"></td> </tr> <tr> <td data-bbox="686 1045 1019 1075">East Aurora</td> <td data-bbox="1019 1045 1344 1075"></td> </tr> <tr> <td data-bbox="686 1075 1019 1100"></td> <td data-bbox="1019 1075 1344 1100"></td> </tr> </table>	Moog Sites impacted:	Torrance		East Aurora				Supplier						
Moog Sites impacted:	Torrance															
	East Aurora															
13	Provide Contact Details	<p>Enter your supplier contact details for Moog follow-up</p> <table border="1" data-bbox="483 1176 1344 1293"> <tr> <td data-bbox="483 1176 686 1243">POC for further info:</td> <td data-bbox="686 1176 1019 1243">James Franke</td> <td data-bbox="1019 1176 1182 1243">Telephone No:</td> <td data-bbox="1182 1176 1344 1243">(541) 123-4567</td> </tr> <tr> <td data-bbox="483 1243 686 1293">Contact email:</td> <td colspan="3" data-bbox="686 1243 1344 1293">james.franke@example.com</td> </tr> </table>	POC for further info:	James Franke	Telephone No:	(541) 123-4567	Contact email:	james.franke@example.com			Supplier					
POC for further info:	James Franke	Telephone No:	(541) 123-4567													
Contact email:	james.franke@example.com															
14	Provide Date of Introduction	<p>Enter the planned date of introduction for the change</p> <table border="1" data-bbox="483 1377 867 1449"> <tr> <td data-bbox="483 1377 672 1449">Planned date of introduction:</td> <td data-bbox="672 1377 867 1449">01/12/2016</td> </tr> </table> <p>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</p>	Planned date of introduction:	01/12/2016	Supplier											
Planned date of introduction:	01/12/2016															
15	Provide Part Numbers Impacted	<p>List Moog Part numbers affected by the planned change</p> <table border="1" data-bbox="513 1650 1305 1797"> <tr> <td data-bbox="513 1650 701 1797" rowspan="6">Moog Part #'s and Programs affected: (List individual Moog Part #'s and related Programs if known)</td> <td data-bbox="701 1650 1006 1671">CA432156-001</td> <td data-bbox="1006 1650 1305 1671"></td> </tr> <tr> <td data-bbox="701 1671 1006 1692">CA448653-001</td> <td data-bbox="1006 1671 1305 1692"></td> </tr> <tr> <td data-bbox="701 1692 1006 1713">CB226543-001</td> <td data-bbox="1006 1692 1305 1713"></td> </tr> <tr> <td data-bbox="701 1713 1006 1734">CB226543-002</td> <td data-bbox="1006 1713 1305 1734"></td> </tr> <tr> <td data-bbox="701 1734 1006 1755">4321232-003-002</td> <td data-bbox="1006 1734 1305 1755"></td> </tr> <tr> <td data-bbox="701 1755 1006 1797"></td> <td data-bbox="1006 1755 1305 1797"></td> </tr> </table>	Moog Part #'s and Programs affected: (List individual Moog Part #'s and related Programs if known)	CA432156-001		CA448653-001		CB226543-001		CB226543-002		4321232-003-002				Supplier
Moog Part #'s and Programs affected: (List individual Moog Part #'s and related Programs if known)	CA432156-001															
	CA448653-001															
	CB226543-001															
	CB226543-002															
	4321232-003-002															
		<p>For production method changes, production transfers and key sub-tier changes Moog request the completion of an additional Checklist.</p>														

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.

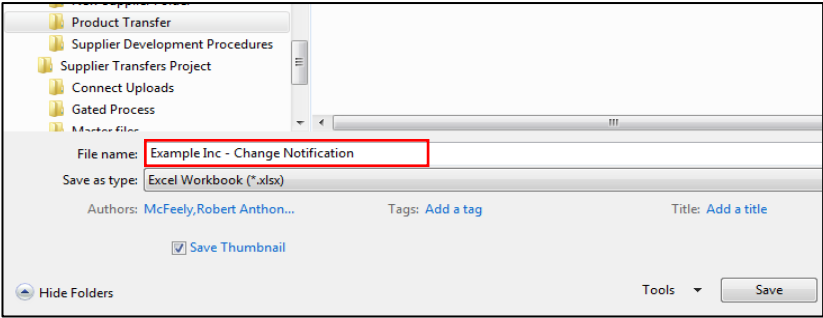
PRODUCTION TRANSFER CHECKLIST						
No	Subject	Requirement	Completed			Supplier Comment
			Yes	In-Process	N/A	
1	Contract Review	<p>The supplier shall conduct a review of all customer, government, regulatory and contractual requirements associated with the transfer of Moog product.</p> <p>The review shall require consideration of flow-down requirements, including but not limited to SQR-1, Moog T&C's, LTA and any supplemental (S) clauses.</p> <p>If applicable, the supplier shall conform with regard to any restrictions to the transfer of manufacturing operations at the supplier and sub tier level i.e. for Safety Critical/Frozen Processes</p> <p>The contract review, and any resulting actions, shall be documented with regards to plans to address any conflicts found in requirements.</p>	Yes			
2	Customer Audit	The supplier shall make provisions for Moog to perform on-site assessments and audit of transfer activities upon request.		In-Process		Moog to advise on site assessment and/or audit requirements
3	Project Team	The supplier shall provide a document detailing the responsible transfer lead and all key, cross-functional support team members with roles and responsibilities for both the sending and receiving sites.		In-Process		Transfer Project Lead assigned, support team to be established

Supplier

17

Save Completed File to Local PC or Server

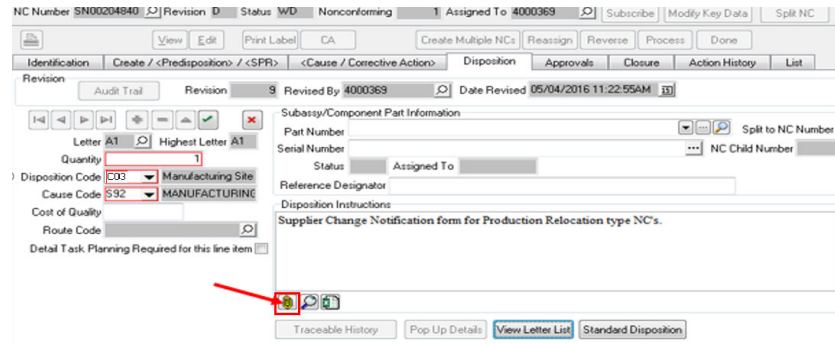
Save the file to your PC or server, re-naming as "[supplier name] Change Notification.xls"



Supplier

Attach the populated Change Notification form:

1. Click  on icon

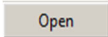


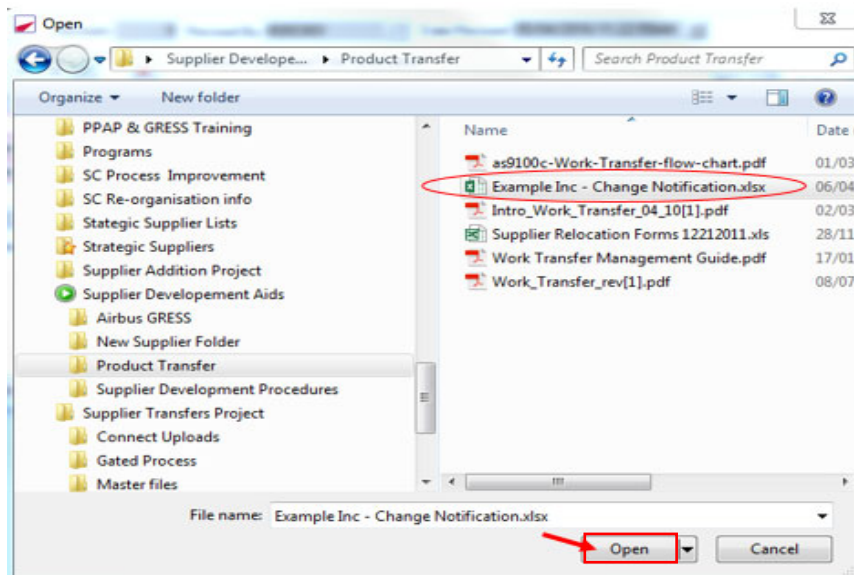
The screenshot shows the SAP Change Notification (NC) form. At the top, it displays 'NC Number SN00204840', 'Revision 0', 'Status WD', and 'Assigned To #000369'. Below this are various tabs like 'Identification', 'Disposition', and 'Approvals'. The main area contains fields for 'Subassy/Component Part Information', 'Part Number', 'Serial Number', and 'Status'. A red arrow points to an attachment icon (a document with a paperclip) located at the bottom of the form, next to the 'View Letter List' button.

2. Select 'Insert File' option



The screenshot shows a 'Maintain Attachments' dialog box. It has two radio button options: 'Insert File' and 'Remove Attachment'. The 'Insert File' option is selected, and a red arrow points to it. At the bottom, there are 'Ok' and 'Cancel' buttons.

3. Navigate to where you stored your completed form, select file and click on 



The screenshot shows a Windows File Explorer window titled 'Open'. The address bar shows the path 'Supplier Develop... > Product Transfer'. The left pane shows a folder tree with 'Product Transfer' selected. The right pane shows a list of files, with 'Example Inc - Change Notification.xlsx' circled in red. At the bottom, the 'File name' field contains 'Example Inc - Change Notification.xlsx', and a red arrow points to the 'Open' button.

18

Upload Completed File to TIPQA

Supplier

19

Verify File Upload and Attach Additional Information if Applicable

Supplier

File should now appear in TIPQA as an additional attachment

Supplier Chaning Notification form for Production Relocation type NC's.

Traceable History Pop Up Details View Letter List Standard Disposition Show Component Detail

If applicable repeat step 18 to attach any other supporting materials i.e. formal letter of notification, overview presentation etc.

20

Remove Blank Template

Supplier


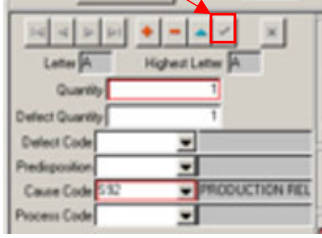

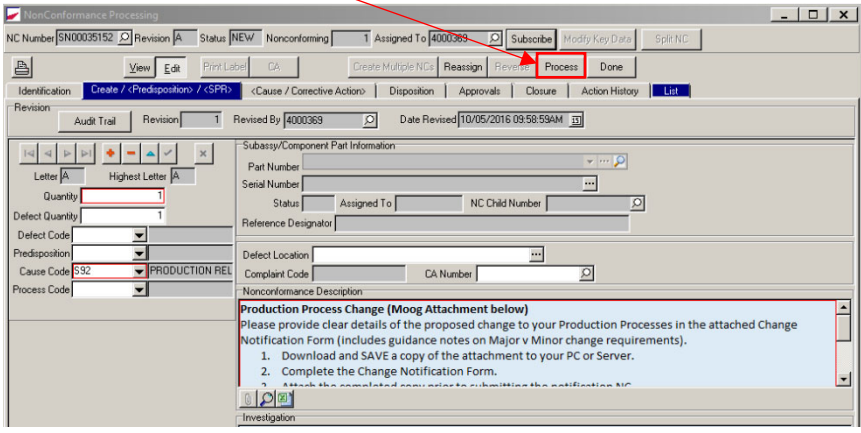
Remove the blank template:

1. Click on icon

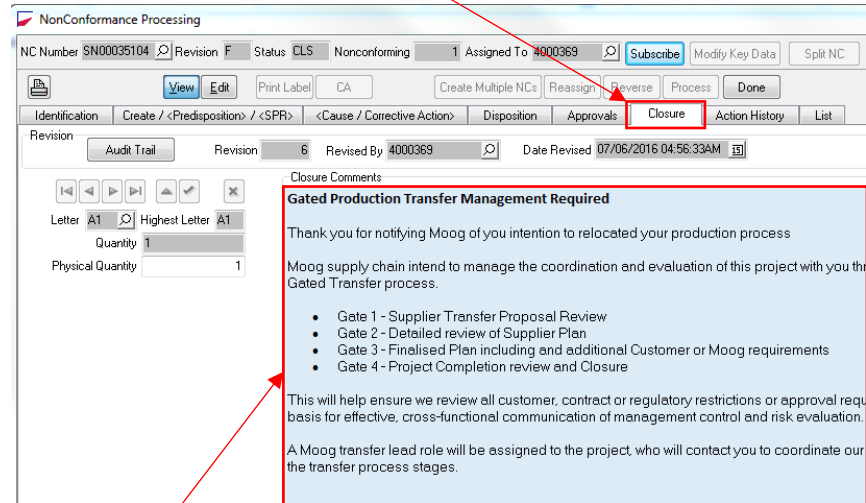
2. Select 'Remove Attachment' and click

and Choose click Production Relocation file

File	Proprietary
Production Relocation 2...	N
C:\Users\vmcfeely\Desk...	N

<p>21</p>	<p>Process Tip Record</p>	<p>1. Select the  button to save the record</p>  <p>2. Select  to move the TIPQA change notification to Moog's administrator who will re-assign to your Commodity Lead for review and acknowledgement.</p>  <p>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.</p>	<p>Supplier</p>
<p>22</p>	<p>Moog Review & Approval Process</p>	<p>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.</p>	<p>Moog</p>
<p>23</p>	<p>Closure Notification</p>	<p>Following the SN-NC closure you will receive the following e-mail notification</p> <p>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.</p> <p>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</p> <p>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.</p>	<p>Supplier</p>

Open the SN-NC in TIPQA, and navigate to the 'Closure' tab



23 (continued)

Closure Notification

Supplier

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.

COMPLETE