PURPOSE: To define responsibilities with regards to changes to any approved production process (other than scheduled preventative maintenance), production part, production subsupplier, or production testing (standard, methods, or tools) after Provisional Approval has been granted by TMI.

SCOPE: Applies to all TMI suppliers

EXPLANATION: Change communication is made through the use of the following documents:

1) The PCR (Process Change Request - TMI Appendix 16A) is used by TMI to assure part quality by helping identify and control changes following provisional approval and to ensure adequate communication between suppliers and TMI facilities. Its use is applicable to all changes. Submission is made to TMI plant QC.
2) The ECR (Engineering Change Request - TMI Appendix 16C) is used by TMI to request a design change (any physical, specification, or tolerance change that requires revision to the part drawing) of a supplied part. Submission is made to TMI Purchasing. It is to be followed by issuance of an ECI by TMI Design. After issuance of an ECI the supplier must submit a PCR to TMI plant QC.
3) The SSCR (Subsupplier Change Request - TMI Appendix 16B) is used by TMI to communicate changes to a subsupplier source or plant location. Submission is made to TMI Purchasing. After approval, the supplier must submit a PCR to TMI plant QC.

REQUIRED DOCUMENT(S):

PROCESS CHANGE REQUEST (PCR) - TMI APPENDIX 16A
QUALITY ASSURANCE SCHEDULE (QAS) - TMI APPENDIX 4A
SUBSUPPLIER CHANGE REQUEST (SSCR) - TMI APPENDIX 16B
ENGINEERING CHANGE REQUEST (ECR) - TMI APPENDIX 16C

RESPONSIBILITIES:

A. SUBSUPPLIER / PLANT LOCATION CHANGE REQUEST

1) The supplier must notify TMI Purchasing of any subsupplier source changes including any manufacturing relocations or process changes by submitting a SSCR (Subsupplier Change Request - TMI Appendix 16B). Timing of submission for SSCR is four (4) months prior to planned implementation of the proposed change.

2) TMI Purchasing will notify TMI plant QC of the proposed change, review the request, and make judgment. If rejected, TMI Purchasing will return the SSCR stating cause for rejection. If approved, TMI Purchasing will return the SSCR as approved. Upon receiving an approved SSCR, the supplier must submit a PCR and its supporting documents to TMI plant QC. No change is to be made until the PCR process is completed and formal approvals are given by TMI QC.

B. PROCESS CHANGE REQUEST

1) The supplier must first determine the type of change being implemented - design, subsupplier, process, or testing - as described above. Based on the type of change being implemented, the supplier must submit the proper documentation to TMI – QC. Changes made as part of regular preventative maintenance are not subject to PCR submission.

2) Regardless of change type, a PCR must be submitted to TMI by the supplier per the following guidelines:

   a) Addition or replacement of tooling or machines for mass production - (Does not apply to small tools, jigs, fixtures that are not part of the main production line / regular replacement of perishable tools / preventive or predictive maintenance.)
   b) Manufacturing location changes within a plant or to a new location
   c) Major manpower changes (additional shifts, etc.)
   d) Mass production engineering change instructions (ECI)
   e) Change in approved production process, tooling, and / or layout
   f) SSCR - Subsupplier source changes (except fasteners) or production process tooling and / or layout
   g) Changes to established test standards, methods, or tools

3) The PCR must be submitted three (3) months in advance of the scheduled change implementation.

4) The PCR requires four separate stages to obtain final approval as described below:

   a) Plan approval @ N – 3 months
   b) First Off Tool Sample approval @ N – 2 months
   c) Mid sized trial production approval @ N – 1 month
   d) Mass production approval

   NOTE: The one exception to this timing rule applies to ECI implementation. In the case of an ECI being issued requiring immediate or urgent implementation, the time line will be altered to meet the ECI requirements.

5) The PCR must be resubmitted at each of the four stages by the supplier unless otherwise waived by TMI QC. TMI approval is required at each stage before the supplier can move forward to the next stage. A stage may be skipped at TMI's discretion only. In NO case is a change to be implemented without TMI approval.

6) The supplier must submit a corresponding QAS (Quality Assurance Schedule - Section 4 - Appendix 4A) to support the change activity.

7) Parts Evaluation Plans and Sample Data Sheets may also be requested. If the change results in revisions to the control plans and / or inspection standards, these revised documents are also required for submission.

8) Upon mass production approval and initial shipment, the product must be properly labeled and identified per TMI's requirements using the TMI SPECIAL IDENTIFICATION CARD (TMI Appendix 6B) or as defined by TMI plant QC. Verbal notification must be made to TMI QC with detail of the initial shipment (i.e. - date, truck number, sequence number, etc.).

REVISION	REVISION DATE	SECTION	CHANGE DESCRIPTION
0	07/09/01	ALL	Initial Release
1	05/20/03	ALL	Added revision record
2	08/09/04	16 – Purpose / Resp: B-2:	Added changes to testing