

## **PROCESS CHANGES**

***Where NGC document “Procure-2-011” is required, this covers section 3.6 and is not the full document requirements.***

### **3.6.1 CHANGE NOTIFICATION**

Supplier shall notify the Buyer in writing before implementing changes that affect safety, quality, fit, form, function, or reliability. Examples of changes: design, process steps, process sequence, sources of supply, materials, special processors, or tooling.

Suppliers shall notify the Buyer in writing within 10 days after the following occur:

- Change in Seller’s quality system status; special process accreditations or loss of third-party registrar’s certification status
- Change in Seller’s ownership, company name, or quality organization
- Adverse action taken by a US Government entity (e.g. FAA, CAA, OSHA, DoD, EPA, NASA, etc.), International Government Agencies

### **3.6.2 CHANGES REQUIRING BUYER APPROVAL**

Buyer designed products with drawings that define Qualification requirements, Test requirements and/or approved sources require Buyer approval prior to implementation of process changes.

Seller designed product, identified on Buyer drawings that define Qualification requirements, test requirements and/or approved sources require Buyer approval prior to implementation of process changes.

### **3.6.3 WORK TRANSFERS**

Seller shall notify Buyer, in writing, at least 90 days in advance of any sale, relocation, or closure of Seller’s facility or transfer of manufacturing operations (subject to any legal or regulatory restrictions).

Seller shall include the following, as a minimum, in the written notification

- I. Purpose of the applicable change,
- II. Address of the new location(s), when applicable,
- III. Assessment of actual or potential impact to current POs,
- IV. Risk mitigation plan to ensure compliance to existing requirements,
- V. Plan defining the identification, storage, protection, retrieval and retention of records, if applicable,
- VI. Master schedule and timeline of applicable change activity, and Relocation Coordinator/Point of Contact, if applicable
- VII. Updated DUNS information, when applicable

#### **3.6.4 Sikorsky Purchase Orders**

Seller shall submit an SA1266 form to the Buyer when making changes related to Parts requiring qualification.