|  |  |  |  |
| --- | --- | --- | --- |
| Supplier: |  | Date |  |
| Supplier Contact: |  | Email &/or Phone |  |
| Viasat Contact: |  | Email &/or Phone |  |

**Change Type**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Class I1  Class II2** | | | | | | | | | | **Process3** Supplier Sub-Tier\* | | | | | |
| Form Change | | Drawing/ Notes | | | | | | | | Process Flow Change3.1&8 | | | | | |
| Fit Change | | Material Changes3.7 | | | | | | | | Equipment Transfer3.2 | | | | | |
| Function Change | | Subcomponent Changes | | | | | | | | New/Upgraded Equipment3.3 | | | | | |
| Performance Change | | Software/Firmware | | | | | | | | Tooling not in use >1 yr3.4 | | | | | |
| Reliability Change | | Test Acceptance Criteria Change | | | | | | | | New Sub-Tier Supplier3.5 &7 | | | | | |
| Serviceability Change | |  | | | | | | | | Test Procedure/Equipment Change3.6 | | | | | |
| Other: | | | | | | | | | | Other: | | | | | |
| Part Number  New1  Revision2  List Attached | | | | | | | | | | | | | | | |
| Supplier Part # |  | | | Rev |  | Viasat Part # | | |  | | | | Rev |  |
|  |  | | |  |  |  | | |  | | | |  |  |
| Description of change: | | | | | | | | Reason for change: | | | | | | | |
| Description of impact (SN’s affected) and Containment: | | | | | | | | | | | | | | | |
| **Proposed Production Effectivity** | | | SN Break-in: | | | |  | | | | Date/Planned Date: |  | | | |

Immediate  Next Build  Next Revision  As Material Depletes

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| --- | --- | --- |
| **Proposed In-Service/Field Population Effectivity** | Date/Planned Date: |  |

Retrofit/Recall  Fix if Fails  Change on All Returns (RMAs)  Optional Repair  No Action

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| Description of Validation/Verification Testing or Analysis: |

Viasat Approval of Change Plan, Validation/Verification and Effectivity/Containment Plans. Formal product change approval requires ECO or Deviation approval and release prior to shipment of material:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | Title: | | |  | | | | |
| Email/Phone: |  | | | | | | | Date: |  | | |
| EC#: |  | Planned Submission Date: | | | | | | |  | | |
|  |  |  | | | | | | |  | | |
| Comments: | | | | | | | | | | | |
| **Changes Required:** | | | Supplier Plan | | Viasat Reqmt |  | | | | Supplier Plan | Viasat Reqmt |
| **Element** | | | **Element** | | | |
| Design Record/ Drawing/Print | | |  | |  | Process Flow/ Router/ Traveler | | | |  |  |
| Design FMEA/ Risk Registrar | | |  | |  | Process FMEA or Risk Registrar | | | |  |  |
| Key Characteristic – Performance | | |  | |  | Control Plan/ Inspection or Test Criteria | | | |  |  |
| Key Characteristic – Design | | |  | |  | Measurement System Analysis | | | |  |  |
| Key Characteristic – Process | | |  | |  | Capability Studies or Attribute Analysis4 | | | |  |  |
| Dimensionals/ FAI | | |  | |  | Performance Test Results | | | |  |  |
| Packaging/ Handling changes | | |  | |  | New Master Sample | | | |  |  |
| Preservation Changes | | |  | |  | Weight | | | |  |  |
| Airworthiness Review (SCN required) | | |  | |  | Secure/COMSEC Review | | | |  |  |
| Other: | | | | | | | | | |  |  |

**Supplementary Information**

If additional information is required to describe the change request, please attach additional files.

Per QAPP 39 and 40 upload this form and any supplemental information to OSQRE (https://osqre.pte.viasat.us/ see Supplier Information Webpage for more information) or to your Program’s Product Quality Engineering representative.

**Annotations/References:**

**1 – Class** I **changes** affect an item's fit, form or function. These are **changes** that affect an item's specifications, weight, interchangeability, interfacing, reliability, safety, schedule, cost, etc. Changes to interchangeability require a new Part Number

|  |  |
| --- | --- |
| 1. *A new part of product (i.e. a specific part, material, or color not previously supplied to the customer)* | *Required for a new product (initial release) or a previously approved product that has a new or revised product/part number (e.g., suffix) assigned to it. A new product/part or material added to a family may use appropriate risk mitigation (ie. PPAP) documentation from a previously approved part within the same product family.* |
| 1. *Correction of a discrepancy on a previously submitted part.* | *Required to correct any discrepancies on a previously submitted part. A “discrepancy” can be related to:*   * *The product performance against the customer requirements* * *Dimensional or capability issues* * *Supplier issues* * *Approval of a part replacing and interim approval* * *Testing, including material, performance, or engineering validation issues* |
| 1. *Engineering change to design records, specifications, or materials for production product/part number(s)* | *Required on any engineering change to the production product/part design record, specification or materials.* |
| 1. *Use of other construction or material than was used in the previously approved part or product.* | *For example, other construction as documented on a deviation (permitted) or included as a note on the design record and not covered by an engineering change as described in #3 above.* |

**2 –Class** **II** **changes** are **changes** to correct documentation or **changes** to hardware not otherwise **defined** as a **Class** **I change**.

**3 – Process Changes** defined with examples, explanation:

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| 1. *Production following rearrangement* of process*.* | *Rearrangement is defined as activity that changes the sequence of product/process flow from that documentation in the process flow diagram (including the addition of a new process). Minor adjustments of production equipment may be required to meet safety requirements such as, installation of protective covers, elimination of potential ESD risks, etc.* |
| 1. *Production from tooling and equipment transferred to a different plant or from an additional plant site.* | *Production process tooling and/or equipment transferred between buildings, facilities or rooms at one or more sites.* Processing on multiple, equivalent machines or cells does not require notification if originally approved with multi-cell flow.  Review PR001549, Production Transfer or Outsourcing Planning Checklist for applicability. Follow-up with Supplier Development in Corporate Quality on Scope of Approval impact. |
| 1. *Production upgrade of existing tooling or equipment.* | *Upgrade means the reconstruction and/or modification of a tool or machine or to increase the capacity, performance, or change its existing function. This is not meant to be confused with normal maintenance, repair or replacement of parts, etc., for which no change in performance is to be expected and post repair verification methods have been established.* |
| 1. *Product produced after tooling has been inactive for volume production for twelve months or more.* | *For product that has been produced after tooling has been inactive for twelve months or more: Notification is required when the part has had no change in active purchase order and the existing tooling has been inactive for volume production for twelve months or more.* |
| 1. *Change of supplier for parts, nonequivalent materials, or services (e.g., heat-treating, plating, etc).* | *The supplier is responsible for approval of sub-tier supplier provided material and services.* |
| 1. *Changes in test/inspection method – new technique (no effect on acceptance criteria)* | *For change in test method, the organization should have evidence that the new method has measurement capability equivalent to the old method.* |
| 1. *New source of raw material form new or existing suppliers (for bulk suppliers)* | *It is reasonable that these changes would be expected to an effect on the performance of the product, so submission is required.* |
| 1. *Change in product appearance attributes* | *It is reasonable that appearance changes would be an indicator of process or material change, so submission is required.* |

\*Supplier responsible for changes to sub-tier COTS material. Flow down change notification from COTS suppliers not required.

4 – Acceptance Criteria for Initial Capability Studies

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| --- | --- |
| ***Results*** | ***Interpretation*** |
| *CpK > 1.67* | *Process currently meets the acceptance criteria.* |
| *1.33 < CpK < 1.67* | *Process may meet criteria. Contact the authorized Customer representative for review of the study results and associated risks.* |
| *CpK < 1.33* | *Process does not currently meet the acceptance criteria. Contact the authorized customer representative for a review of the study results and control plans.* |

*Italic text from AIAG Production Part Approval Process, 4th Edition*