

NUMBER: IQCC	REV: C	TITLE: Configuration Control, Engineering Changes - Class S1 and S2	
DOCUMENT OWNER: QUALITY MANAGER			
PREPARED BY: Will Distler	SIGNATURE: Will Distler	DATE: 04/11/2019	DEPT: Quality
APPROVED BY: Andrew Lawrence	SIGNATURE: Andrew Lawrence	DATE: 04/11/2019	DEPT: Quality

1. Purpose:

This Purchase Order Attachment states the requirements for preparation and submission of proposed engineering changes to the items procured by this order and to the applicable engineering drawings and specifications.

2. Requirements:

A. General:

1. If any proposed engineering change will affect Buyer's, Seller's or Governmental specifications or drawings applicable to any item of this order, Seller shall classify such change as Class S1 or S2 in accordance with paragraph B.6 below.
2. The Seller shall not incorporate any Class S1 change prior to receipt of written authorization from the Buyer.
3. A proposed Class S1 engineering change that, in the Seller's judgment, requires immediate action may be initiated by FAX, telephone, personal contact or other expeditious manner. If the proposed change is not rejected by the Buyer, Seller shall submit within seven (7) working days of the first communication, a written Seller's Engineering Change Proposal (SECP, Form QA09) in accordance with this Attachment.
4. Class S2 changes do not require prior written approval by the Buyer but do require Buyer concurrence with the S2 classification. The Seller shall be liable for all costs incurred by the Buyer, including any retrofit costs that occur as a result of misclassification.
5. When an SECP requires a revision or correction, the Seller shall submit a revised SECP, indicating the new submission date.

B. Procedure:

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1. The SECP shall be used for all engineering change proposals submitted in accordance with this Attachment. Changes classified S2 may be submitted for Buyer concurrence with the classification using the Seller’s forms after these forms have been approved by the Buyer.
2. The SECP shall be prepared in accordance with para. 3.
3. Each SECP originated by the Seller shall be submitted to the Buyer in accordance with the order or the Subcontractor Data Requirements List (SCDRL) specified therein. SECP’s shall be accompanied and supported by marked-up copies of affected drawings, specifications and any other data required to justify and describe the change.
4. Approval, Disapproval and Concurrence
 - 4.1 Seller shall not incorporate any engineering change described by an SECP and classified as S1 prior to written authorization from the Buyer. Once approved, SECP changes shall be incorporated in a timely manner.
 - 4.2 SECP changes that are disapproved shall not be incorporated. Seller will be notified in writing of any disapproved changes. In the event that partial approval or disapproval of an SECP is received, Seller shall only incorporate those changes identified as approved.
 - 4.3 SECP Class S2 changes submitted by the Seller for Buyer classification concurrence may be incorporated after 14 working days unless rejected by Buyer.
5. Seller shall submit to Buyer within seven (7) working days of incorporation of SECP changes updated copies of all documents revised to implement the changes.
6. Classification of Engineering Changes

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6.1 Class S1 Engineering Change - A proposed engineering change shall be classified S1 if it affects one or more of the following:

- a. The applicable Buyer specification(s) or engineering drawing(s).
- b. The technical requirements of (1) thru (5) below that may or may not appear in Seller’s specifications and engineering drawings.
 - (1) Coordination
 - (2) Life
 - (3) Interchangeability
 - (4) Function
 - (5) Safety
- c. Non-technical purchase order provisions:
 - (1) Incentive(s)
 - (2) Cost(s)
 - (3) Schedule(s)
- d. Other factors:
 - (1) Government Furnished Material (GFM) or Equipment (GFE)
 - (2) Electromagnetic characteristics (EMI or EMF)

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- (3) Operational, test or maintenance computer programs and/or software.
- (4) Compatibility with support equipment, trainers or training devices/equipment.
- (5) The functional and/or physical characteristics of hardware and/or computer programs/software to the extent that retrofit actions would need to be taken.
- (6) Deliverable operation and/or maintenance manuals.
- (7) Pre-set adjustments or schedules affecting operating limits or performance to such extent as to require assignment of a new identification number.
- (8) Interchangeability, substitutability or replaceability of items being procured and all subassemblies and parts of repairable items, excluding the pieces and parts of non-repairable subassemblies.
- (9) Sources of repairable items at any level defined by source control drawings.

6.2 Class S2 Engineering Change - A proposed engineering change shall be classified S2 if it does not affect any item listed in 6.1 above.

3. SECP Preparation Instructions

- A. An SECP form (QA09) is attached to this document.
- B. The sequence numbers for the preparation instructions below correspond to numbers found in the blocks of the SECP form.

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1. Name and manufacturing address of the Seller.
2. The commercial and government entity (CAGE code) number.
3. The SECP number. SECP's shall be numbered by the Seller using consecutive Arabic numerals, beginning with "1" for the initial SECP for a particular purchase order. Any revisions or corrections made to an SECP in accordance with para. 2.A.5, shall retain the original SECP number followed by alpha suffixes to distinguish the consecutive order of generation. SECP numbers shall not be duplicated for any purchase order.
4. The PPI purchase order number and line item number applicable to the item identified in block 8.
 - 4a. The PPI purchase order line item number.
5. Date the SECP is submitted to the Buyer.
6. 'YES' shall be circled if deliveries of the item identified in block 8 have not been completed. 'NO' shall be circled if deliveries have been completed.
7. The Seller's document number, revision and CAGE code number of each engineering drawing or specification affected by the proposed change.
8. The Seller's part number and item description.
9. Circle the proposed engineering change classification (S1 or S2) in accordance with paragraph 2.B.6.
10. A descriptive title, indicating the purpose of the SECP.

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11. Identify SECP originator; Buyer or Seller personnel.
12. Describe the proposed engineering change in sufficient detail that it may be clearly understood and evaluated. If the change cannot be described completely in words, supporting data in the form of sketches and / or marked up drawings shall be attached and referenced in this block.
13. Describe the reason that the proposed engineering change is required, and the impact if the change is rejected.
14. Enter **one** of the following:
 - a. “No change in schedule”
 - b. Specific delivery dates contingent upon SECP approval by a stated date.
 - c. An estimated schedule in terms of days after SECP approval.
15. Enter **one** of the following:
 - a. lot identification number
 - b. date
 - c. serial number
16. Enter **one** of the following:
 - a. “No impact”
 - b. Total estimated impact on the purchase order price
17. Enter any known impact on support equipment, interfaces with other items or any other aspect of integrated logistic support. Describe such effects in an enclosure referenced in this block. If there is no such effect, enter the following: “No known effect”.
18. Indicate what factors are or could be impacted by this proposed change. Provide an explanation for each.

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“Q” Clause

**Purchase Order
Attachment**

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19. If retrofit or rework is deemed necessary by Seller, describe recommended actions. If retrofit is recommended by Seller, or required by Buyer, SECP page 2 (form QA10) blocks 21 through 29 must be completed. The form is self explanatory.
20. Indicate any known effect on logistic support materials such as technical manuals, test procedures or related publications.

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