

Raytheon Quality Note
WJ**Revision - Date**
8 – 10/28/20

SUPPLIER CHANGE REQUEST/NOTIFICATION FOR RAYTHEON APPROVAL

REVISION HISTORY

- Revision 8 replaces revision 7 dated 03/30/18.
 - This revision adds additional items under Requirement 1 to assist in further defining applicability, and
 - Adds Requirement 2 which expands the requirements to processes that may alter the configuration, composition, or physical properties of the item produced.
- The applicable revision of this document is determined by:
 - The revision specified on the purchase order, or
 - The revision in effect at the time of the purchase order if no revision is listed on the purchase order.

REQUIREMENTS

1. Seller shall ensure that no changes in materials, processes, procedures, design interfaces, software and the facilities used for manufacturing, inspection and test shall be made without prior written approval from the Raytheon Buyer. This includes, but is not limited to:
 - Changes to Raytheon directed sub-tier sources (changes to non-Raytheon directed sub-tier sources do not require Raytheon approval)
 - Facility relocations
 - New equipment
 - Changing the sequence of operation or method of an operation that affect Form, Fit or Function
 - Any change in material composition, make-up, physical characteristics such as size/length, density, etc.
 - Changes in machine programming (e.g., CMM, NC machine)
 - Changes to Acceptance Test Procedure (ATP) or equivalent manufacturing test to verify the product through the manufacturing cycle
 - Changes to any Screening processes such as Environmental Stress Screening (ESS), Highly Accelerated stress screening (HASS), Ongoing Reliability Testing (ORT), etc.
 - Changes to any Military Standard / Process called out by the technical data package
2. Seller shall ensure no changes in processes that change or alter the configuration, composition, or physical properties of the item produced. The following are examples of process changes that do not require Raytheon approval:

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- Changing an internal location for non-precision equipment (mobile test stands, etc.) where some or all of the work is performed, including movement of the production line equipment
 - Internal location changes to precision equipment (SMT lines, precision drilling, etc.) shall require Raytheon Approval
- Using different types of passive tools
- Changing the sequence of minor components such as installed screws in the order of 4-3-2-1 instead of 1-2-3-4)
- Changing attributes of the test equipment that do not affect the functional capabilities and purpose of test equipment
- 3. Seller shall submit a written request notifying Raytheon of the change using the Supplier Change Request Notification (SCRN) form.
 - 3.1. Seller shall not ship items without approval from the Raytheon buyer.
- 4. This Quality Note is not applicable to:
 - 4.1. Commercial Off The Shelf (COTS) items
 - 4.1.1. COTS are defined per FAR 12
 - 4.1.2. Modified or Custom COTS items are not excluded from the requirements of this Quality Note
 - 4.2. Raw material
 - 4.2.1. Raw material that requires qualification beyond industry standard is not excluded from the requirements of this Quality Note
 - 4.2.2. Raw material is defined as a basic substance in its natural, modified, or semi-processed state which is used as an input to a production process for subsequent modification or transformation into a finished good
- 5. This Quality Note applies to any material when explicitly directed by Raytheon.

DATA SUBMISSION SUMMARY

- Supplier to deliver the following data to Raytheon for Raytheon Approval.
 - Completed SCRN form.

NOTES

- It is the Seller's responsibility to fully comply with all the instructions listed on the Raytheon purchase order. Lack of written approval does not relieve the supplier of the responsibility to fully comply with all of the requirements of the purchase order.
- Raytheon will not compensate the Seller for unauthorized activity.

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- The impact to form, fit or function due to a change will be assessed by the impacted program.
- The SCRNs form completion instructions provide the Supplier with guidance on the type of information required when completing the SCRNs Form.