



VENDOR CHANGE PROPOSAL

1. Vendor VCP No:

Issue:

**2. Vendor:
Address:**

3. Aircraft Type:

4. AW CR No:

Contact Name:
Telephone No:
e-mail:

5. Component Name:

6. Classification:

Major 1

Major 2

7. Description of Change:

8. Need for Change:

9. Existing Vendor Part Number:

10. New Vendor Part Number:

11. Existing AW Part Number:

12. New AW Part Number:

13. Drawing/Specification Affected:

Drawing:

Specification:

14. Modification Impacts:

(If impacted enter X and provide details in Box 17. Modification Impact Details)

Engineering/Configuration:		Supportability:		Costs:	
a. Interchangeability Physical		i. Reliability		o. Design Preparation	
b. Interchangeability Functional		j. Maintainability		p. Design Development	
c. Performance		k. Spares		q. Embodiment	
d. Safety		l. Technical Publications		r. Modification Kit	
e. EMC		m. Servicing		s. Special Tools	
f. Mass		n. Training			
g. Production					
h. Ground Support & Test Equip		Other		Other	

15. Vendor Cost Liability:

(Enter Yes or No)

16. Vendor Modification Approval:

Vendor Technical Approval

Vendor Commercial Approval

Name:

Signature:

Date:

Name:

Signature:

Date:



VENDOR CHANGE PROPOSAL

1. Vendor VCP No:


Issue:

4. AW CR No:

17. Modification Impact Details:

(Provide details for those impacted (X) in Box 14. Modification Impacts). Attach any supporting documentation if required.

A large, empty rectangular box with a black border, intended for providing details on modification impacts and supporting documentation.

		VENDOR CHANGE PROPOSAL			1. Vendor VCP No:	
					Issue:	
					4. AW CR No:	
18. Designation: [to be completed by AW]						
CIVIL		M.O.D		EXPORT MILITARY		
Classification:		AW MOD No:		AW MOD No:		
C.A.A. Approval:	Y/N	Classification	Major/Minor			
19. Embodiment: [to be completed by AW]						
Drawings Affected:	Y/N	Embody by Vendor C.W.P:	Y/N	Modify Spares Stock:	Y/N	
Embody By Mod Kit:	Y/N	Embody by AW C.W.P:	Y/N	Modify Production Stock:	Y/N	
Embody in Future Orders:	Y/N	Embody in Future Build:	Y/N			
20. AW Modification Approval: [to be completed by AW]						
ENGINEERING EQUIPMENT APPROVALS Comments:		ENGINEERING SPECIALIST Comments:		ENGINEERING TECHNICAL [Approval and Liability] Comments:		
Name:		Name:		Name:		
Signature:		Signature:		Signature:		
Date:		Date:		Date:		
PROCUREMENT Comments:		COMMERCIAL [Approval and Liability] Comments:		CONFIGURATION MANAGEMENT Comments:		
Name:		Name:		Name:		
Signature:		Signature:		Signature:		
Date:		Date:		Date:		
21. AW Decision:		Approved		Rejected		
AW Decision Comments:						



VENDOR CHANGE PROPOSAL

1. Vendor VCP No:

Issue:

4 AW CR No:

22. Continuation Sheet:

A large, empty rectangular box with a black border, intended for the continuation of the Vendor Change Proposal.

Guidelines for VCP Completion

On completion of the VCP it is to be submitted to AW in accordance with the Company requirements. This form and any supporting data *must* be sent to the following email address (please do not send to any other AW contact or e-mail address) :- Data.Control_Centre@agustawestland.com PLEASE NOTE:- the files must be zipped and password protected using the month and year. The first letter of the month must be upper case, and insert a space between the month and year, e.g. September 2010

Box 1: Vendor VCP Number – Enter the Vendor Change Proposal number on each page heading including the Issue number.

Box 2: Vendor – Enter Vendor Trading Name; Address; Contact Name; Telephone Number and e-mail address.

Box 3: Aircraft Type – Enter Aircraft Type including Mark if applicable.

Box 4: AW CR Number – Enter the allocated AW Change Request (CR) number on each page for the proposal if known. Otherwise AW will enter the number if required. For AW101 aircraft this number will start: CR101-

Box 5: Component Name – Enter the component name for modification. This can be hardware, software or a combination of both.

Box 6: Classification – Enter classification of modification;
Refer to contracted Purchase Order for Terms & Conditions or Statements of Work which define modification classifications.

- **Major 1**
 - If affects Fit, Form or Function.
 - It affects safety or airworthiness.
 - Changes involving material replacement which requires qualification testing.
 - It affects reliability, maintenance tasks or the periodicity of maintenance tasks.
 - Affects contract price.

- **Minor 2**
 - Changes involving material replacement with other equivalent material, which require no qualification testing and which do not affect physical or functional interchangeability of the component.
 - New items or alternatives, resulting from approved qualification testing, which do not affect physical or functional interchangeability of the component.
 - Changes as a result of production and product improvements which do not affect physical and functional interchangeability of the component and do not change the part number.
 - Any similar modification which does not meet the requirements for a Class 1 change.

Box 7: Description of Change – State the title of the change and a description of the component to be modified with the details of the change(s). Additional information such a drawings/sketches/diagrams which aid the description can be used in Box 22 Continuation Sheet.

Box 8: Need for Change – Detail the need for the change(s) and state the nature of the improvement, failure, incident, malfunction etc supporting the need for the change.

Box 9: Existing Vendor Part Number – Enter the current Vendor part number as supplied to AW.

Box 10: New Vendor Part Number – Enter the new Vendor part number to be allocated to AW.

Box 11: Existing AW Part Number – Enter the current AW part number as allocated by AW if applicable.

Box 12: New AW Part Number – Enter the new AW part number allocated by AW if applicable/ if known.

Box 13: Drawing/Specification Affected – Enter the assembly drawing and/or the specification reference affected by the modification.

Box 14: Modification Impacts –

- Place an X in the adjacent box next to the title where applicable.
- For titles identified as being impacted, provide details in Box 17 Modification Impact Details.
- Identify any other impacts not stated on the VCP.

Box 15: Vendor Cost Liability - Enter YES or NO to indicate if the change proposal costs are the Vendors Liability.

Box 16: Vendor Modification Approval –

- **Vendor Technical Approval** – The Vendor Design specialist responsible for the approval of the technical content of the modification proposal, shall print his/her name, sign and date the VCP.
- **Vendor Commercial Approval** – The Vendor Commercial representative responsible for the approval of liability comment (Box 15) and cost content (Box 14) of the modification shall print his/her name, sign and date the VCP.

Box 17: Modification Impacts Details – Provide details of impact from those titles identified (X) in Box 14.

Box 18: Designation: [to be completed by AW] –

- **Civil** –
Classification – Identify the Civil Classification of the modification
C.A.A. Approval – Identify if C.A.A. approved Yes or No
- **M.O.D.** –
AW MOD No – Enter allocated AW MOD No
Classified – Enter Classification of modification Major/Minor
- **EXPORT MILITARY**
AW MOD No – Enter allocated AW MOD No

Box 19: Embodiment: [to be completed by AW] – Identify the embodiment affected by stating Yes or No. Delete as required.

Box 20: AW Modification Approval: [to be completed by AW] – AW Engineering, Procurement, Commercial & Configuration Management to provide any comments and modification approval.

Box 21: AW Decision – The AW decision for Approval or Rejection shall to be stated. Identify by X in relevant box and provide comments as required. If the decision is Approval of the VCP it authorises the Supplier to proceed with the modification.

Box 22: Continuation Sheet – Use for additional information to support the VCP i.e. further information to support Box 14 Modification Impacts or additional information such a drawings/sketches/diagrams which aid the description. If not used do not submit this page.