Title: Supplier Change Notification Procedure

Document #: NEON.DOC.000982
Revision: A
Work Team: Systems Engineering
Release Date: 05/24/2013

1. Procurement receives a change notification from supplier or NEON Staff
2. Procurement follows up with supplier to understand scope of change
3. Procurement notifies Quality Manager, SE and Stakeholders of Change
4. Fit, Form or Function Change?
5. Quality Manager creates ECO
6. Quality Risk
7. SE Quality Manager emails stakeholders of change and mitigation plan
8. SE Quality Manager emails stakeholders of change
9. Quality Manager coordinates Physical CCB to determine testing required / executed and finalize content of ECO
10. SE Quality Manager submits ECO
11. Final Step, NEON ECO Process

Information to obtain from supplier:
- Detailed description of change
- Release Notes
- Data Sheets
- Drawings
- Product Roadmap
- Last time buy
- Fit Form or Function details
- Upgrade options / process / logistics
- Cost
- Lead Time
- Warranty

Configuration Management Procedure NEON.DOC.004254

Physical CCB meetings include, but are not limited to:
- Science
- Quality
- Engineering
- Systems Engineering
- IV&V
- Manufacturing
- Procurement
- Logistics
- CVAL

The Work Team, or designee, is responsible, and has the authority, for the implementation of this process unless another is clearly identified.

All authority and responsibility remains with the Work Team unless otherwise stated.

Only those records and documents considered critical to the process are referenced on this procedure. A comprehensive listing of all records and documents is available from Document Control.