

Form Scope of Use Summary		
Suppliers shall use this form to obtain acknowledgment of receipt or written agreement from Universal Avionics (UA) before implementing any important changes (Organization, Industrial, Facilities...) in order to maintain compliance to UA requirements; reference SOP.QA.08-13. This form is to be sent to the appropriate UA Purchasing Agent, copying supplierquality@UASC.com for processing. Product impacted by reported change(s) shall not be shipped until this form has been returned to the supplier with the appropriate approvals. Note: For product specification deviation request use FRM-ADM-08.12.		
A. Supplier Information & Product Information		
Today's Date:	Requestor Title:	
Company Name:	Contact Phone #:	
Plant Location(s) Impacted:	Universal Avionics P/N(s):	
Contact Name:	Part Description(s):	
B. Change information		
B1. Organization/management Changes	Yes/No?	Details/Justification
Top Level organization changes in management, ownership or personnel changes in key positions		
Quality system changes that affect Seller's ability to meet Supplier Quality Requirements (<i>SOP-QA-08.13</i>)		
Significant sales expansion or reduction		
B2. Industrial Changes	Yes/No?	Details/Justification
ERP (<i>Enterprise Resource Planning</i>) system change		
Changes to the sellers products, manufacturing processes or other major supply chain changes that could affect Seller's ability to meet UA requirements.		
B3. Facility Changes	Yes/No?	Details/Justification
Facility relocation (<i>specify to and from locations, along with regulatory impacts</i>)		
Major production means (<i>machines, tool, etc.</i>) changes		
Major logistic changes (<i>transportation, conditioning, etc.</i>)		
B4. Change description		
Permanent ☐	Temporary ☐ Duration: _____	
Describe change(s):		

C. Reasons for change
D. Impact of change <i>(cost impact (NRC, RC), production lead time, FAI, etc.)</i>
E. Associated Change Schedule
F. Benefits to Universal Avionics <i>(if applicable)</i>
G. Risk identification and mitigation actions
H. Additional information <i>(if applicable)</i>

I. Decision (Completed by Universal Avionics)			
Accepted ☐	Pending ☐	Acknowledgement ☐	Rejected ☐
Change Criticality	Major ☐	Minor ☐	
Approvals	Signature	Date	Approve / Disapprove
Purchasing			
Engineering			
Quality			
Other			
J. Decision Justification / Planned Actions			
ASL Vendor Code:			
Upload form in ASL vendor profile and send completed form back to originator			

Instructions for Completing Supplier Change Notification Form

A. Supplier Information & Product Information - Enter supplier and product information for impacted P/N(s) by proposed change. Include cut-in SN/Lot specific information if needed. (Supplier to Complete).

B. Change information - Identify whether the changes listed in sections B1, B2 & B3 apply, using section B4 to enter full change description. (Completed by Supplier)

C. Reason for change - Include insight information justifying why the change was necessary, and other options were not considered. (Completed by Supplier)

D. Impact of change - List impacts to Supplier or Universal Avionics such as: cost, lead times. Etc.. (Completed by Supplier)

E. Associated Change Schedule - Enter change proposed schedule including proposed change implementation day, and if applicable when a decision response from Universal Avionics is needed. (Completed by Supplier)

F. Benefits to Universal Avionics - Enter benefits such as time, cost, improved quality/design or any other perceived benefit to Universal Avionics as a result of the proposed change. (Completed by Supplier)

G. Risk identification and mitigation actions - Identify risk(s) and corresponding mitigation for each risk listed related to the change(s) proposed. (Completed by Supplier)

H. Additional information - Enter attachments, and all other information to support review proposed changes. (Completed by Supplier)

I. Decision & Approvals - The responsible persons from Universal Avionics representing each affected department will indicate their approval or disapproval. If disapproved use Comments field to indicate why. CNFs may not require all signatories for approval. (Completed by Universal Avionics)

J. Decision Justification / Planned Actions - Enter rationale for decision made, and establish a way forward plan to take necessary actions based on proposed changes. (Completed by Universal Avionics)