Metalcraft TECHNOLOGIES, INC

SUPPLIER COORDINATION REQUIREMENT (SCR) INSTRUCTION

1 PURPOSE & APPLICATION

1.1 This instruction provides the process to be followed for generating a SCR allowing MTI to build detail parts to a different configuration than that of the customer's detail drawings.

1.2 This procedure applies to detail parts directly related Major Assemblies.

2 RESPONSIBILITIES

2.1 Assembly Manager:

2.1.1 Identifies and generates request for the SCR to be written.

2.1.2 Participates as a Change Implementation Board (CIB) member.

2.2 Assembly Engineer (ME):

2.2.1 Generates SCR form.

2.2.2 Participates as a CIB member.

2.2.3 Maintains current configuration of SCR via the ERP System..

2.2.4 Maintains all assembly routings and BOM to current SCR.

2.2.5 Coordinates customer approval of the SCR procedure when applicable.

2.3 Assembly QA:

2.3.1 Participates as a CIB member.

2.3.2 Reviews and approves SCR prior to submission to the customer.

2.3.3 Validates the SCR procedure has been accepted by the customer,

2.4 Assembly Product Control (PC):

2.4.1 Participates as a CIB member.

2.4.2 Enters SCR part numbers and descriptions into the ERP System..

2.4.3 Maintains aft assembly inventory.

2.4.4 Generates requirements to procurement for detail parts.

2.5 Customer Service:

2.5.1 Communicates with the customer's buyers regarding PO issues.

2.6 Scheduling:

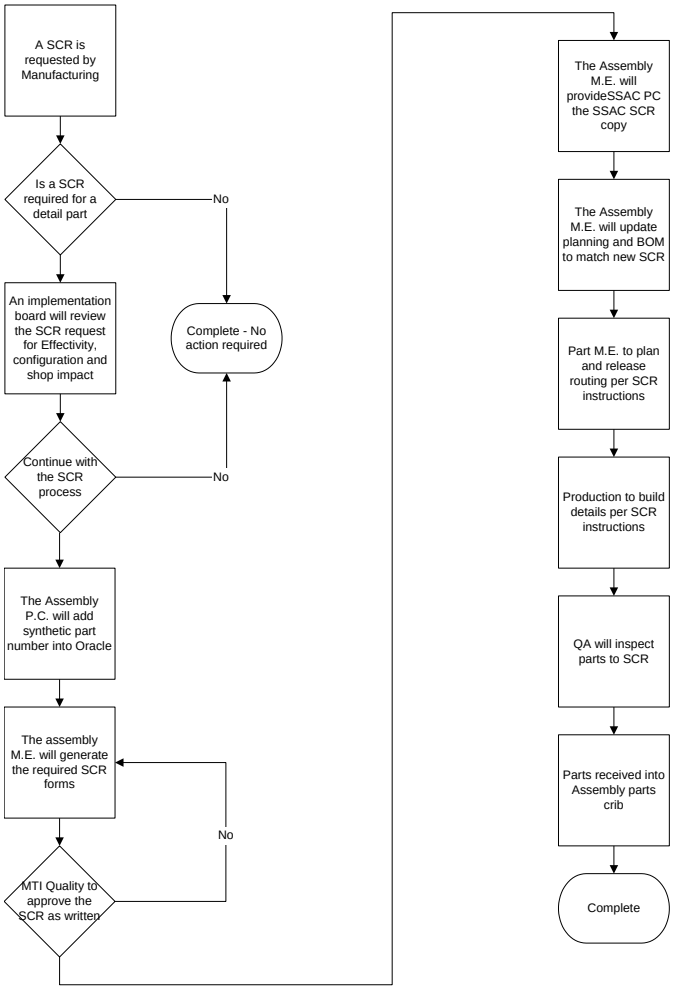
2.6.1 Receives PO and schedules SCR generated part number in the ERPsystem.

2.7 Detail Part Engineer:

2.7.1 Plans detail parts in accordance with approved SCR.

3 PROCEDURE

3.1 Flowchart



3.2 A SCR is requested by manufacturing
3.3 The ME is to determine if the SCR is to be generated per the following requirements:
- 3.3.1 The SCR will allow a significant reduction in assembly time.
- 3.3.2 The SCR will reduce Scrap of details due to manufacturability and inaccessibility.
- 3.3.3 Determine feasibility of configuration.

3.4 Convene the CIB for SCR consideration of the following:
- 3.4.1 Part configuration.
- 3.4.2 Procurement.
- 3.4.3 Tooling.
- 3.4.4 Current Inventory and part orders.
- 3.4.5 Conflicting details.
- 3.4.6 Assign Part number
  - 3.4.6.1 SCR number to be the engineering part number plus the SCR revision. i.e. 30-23XXX-XX-XX

3.5 The Assembly PC is to add new part number and description to the ERP System.
3.6 SCR generation process:
- 3.6.1 The Assembly ME to generate the SCR in the ERP System as determined by the CIB.
  - 3.6.1.1 ME to generate the SCR by creating a standard note in the ERP System.(see fig. 3.1).
    - 3.6.1.1.1 Create note in BOM, Attachments including the following:
      - 3.6.1.1.1.1 Note to be a miscellaneous type note.
      - 3.6.1.1.1.2 Description to include synthetic part number, part name and SCR revision.
      - 3.6.1.1.1.3 Configuration note.
      - 3.6.1.1.1.4 Instructions.
      - 3.6.1.1.1.5 Prepared by and date.
      - 3.6.1.1.1.6 Approved by and date.
      - 3.6.1.1.1.7 SCR history log.
    - 3.6.1.1.2 Attach the SCR note to the part in the Organizational items section of the ERP System..
    - 3.6.1.1.3 Complete the customer's copy of the SCR form (see fig. 3.2)
- 3.6.2 The Assembly QA is to approve the SCR as written by counter stamping the printed form.
- 3.6.3 The Assembly ME is to update assembly routing and the ERP System BOM to current configuration and revision

<u>SSCC SCR Copy</u>

- 3.6.4 The customer's SCR form is to be submitted to the customer's Production Control department for part traceability and harmony.

<u>Parts trail</u>

3.6.5 The Detail Part Engineer is to release routings to the shop floor per the instructions on the ERP System SCR form

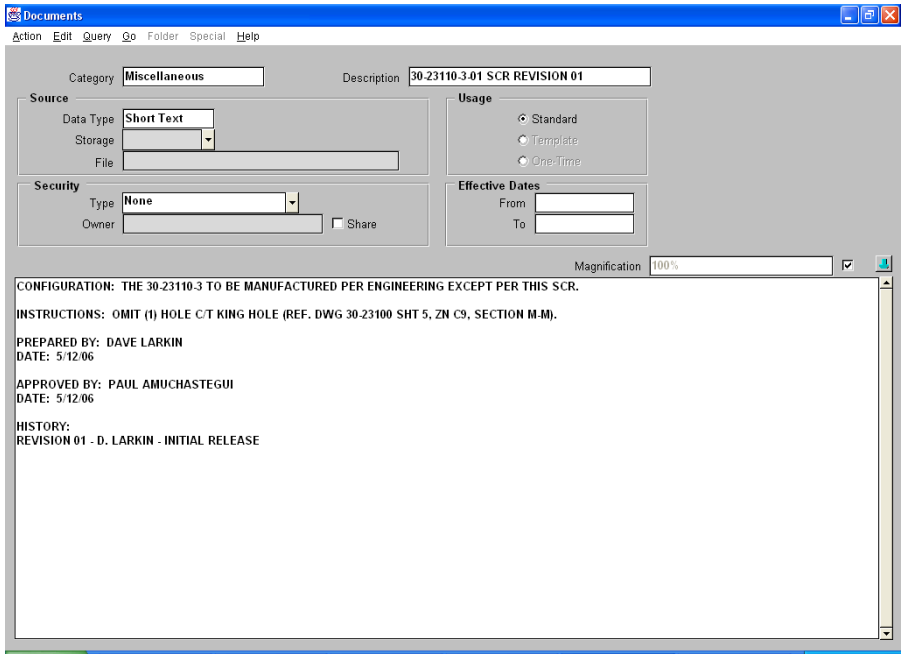


FIG 3.1

SUPPLIER COORDINATION REQUIREMENT	PART NUMBER:	30-23209-17-01	SCR REV.	01
	PART NAME:	(SCR) CLIP		
	PREPARED BY:	DAGAN LEAVITT	DATE:	1/4/07
	QA APPROVAL:	DAVE LARKIN	DATE:	1/4/07
MODEL: SJ30-2	SUBJECT:	CONDITION OF MANUFACTURE		

CONFIGURATION:

THE 30-23209-17-01 IS TO BE MANUFACTURED PER ENGINEERING EXCEPT PER THIS SCR.

INSTRUCTIONS:

OMIT ALL PILOT HOLES

REVISION HISTORY			
REV	CHANGE DESCRIPTION	DATE	PLANNER
01	INITIAL RELEASE	1/4/07	D. LEAVITT

FIG 3.2

4 REVISION HISTORY – Authored by Dagan Leavitt, approved 4 Jan 2006.

4.1 Changed para. 3.6.4 to have SSAC SCR form submitted to the SSAC PC department for part traceability and harmony. Authored by Dagan Leavitt, approved 14 Feb 2007.

4.2 Changed SSAC references to reflect 'the customer' thus making this procedure MTI's standard for all Major Assembly work when applicable. Authored by Russel Brunson, Approved 24 March 2008.

4.3 Deleted reference to Oracle. Authored by Susie Barney, approved 16 February 2009.

Approvals

Document Custodian	16 February 2009 Date
Quality Director	16 February 2009 Date
President or Vice President	16 February 2009 Date