



**VENDOR CHANGE PROPOSAL
(* mandatory fields)**

1. * Vendor VCP No:

Issue:

2. * Vendor:
***Address:**

3. Aircraft Type: (if known)

4. LH CR No:

Contact Name:
Telephone No:
e-mail:

5. * Component Name:

**6. * Vendor
Classification:**

Major

Minor

7. * Description of Change:

8. * Need for Change:

9. * Existing Vendor Part Number:

10. * New Vendor Part Number:

11. Existing LH Part Number: (if known)

12. New LH Part Number:

13. Drawing/Specification Affected:

Drawing:

Specification:

14. * Modification Impacts:

(Enter Y or N 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		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. LH CR No:

17. * Modification Impact Details:

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

Empty box for providing Modification Impact Details and supporting documentation.



VENDOR CHANGE PROPOSAL

1. Vendor VCP No:

Issue:

4. LH CR No:

18. LH Modification Number: [to be completed by LH]

19. LH Modification Approval: [to be completed by LH where applicable]

ENGINEERING EQUIPMENT APPROVALS
Comments:

ENGINEERING SPECIALIST
Comments:

CHIEF PROJECT ENGINEER [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:

20. LH Decision:

Approved

Rejected

LH Decision Comments:



VENDOR CHANGE PROPOSAL

1. Vendor VCP No:

Issue:

4 LH CR No:

21. Continuation Sheet:

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

Guidelines for VCP Completion

PLEASE NOTE: The boxes marked with * are mandatory fields to be filled out by the supplier.

On completion of the VCP it is to be submitted to LH 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 LH contact or e-mail address) :- Data.Control_Centre.AW@leonardocompany.com

Box 1: Vendor VCP Number – Enter the Vendor Change Proposal reference and issue number on each page.

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: LH CR Number – Enter the allocated LH Change Request (CR) number on each page for the proposal if known. Otherwise AWL will enter the number as required.

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

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

- **Major**
 - 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**
 - 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 LH.

Box 10: New Vendor Part Number – Enter the new Vendor Part Number to be allocated to LH.

Box 11: Existing LH Part Number – Enter the current LH Part Number as allocated by LH if applicable/if known.

Box 12: New LH Part Number – Enter the new LH Part Number 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 Y or N in all adjacent boxes next to the title.
- For titles identified Y, 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 Cost (Box 14) and Liability (Box 15) impacts of the modification shall print his/her name, sign and date the VCP.

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

Box 18: LH Change/Modification Number [to be completed by LH] – If the VCP is approved by LH then LH CM will enter a change/modification number into this box.

Box 19: LH Modification Approval: [to be completed by LH] – LH Engineering & Configuration Management to provide any comments and modification approval; Procurement and Commercial as required.

Box 20: LH Decision – An X in the relevant box will indicate the LH decision for Approval or Rejection and comments will be added as required. Approval of the VCP authorises the Supplier to proceed with the modification.

Box 21: Continuation Sheet – Add any additional information to support the VCP e.g. drawings/sketches/diagrams which aid the description. If not used do not submit this page.