

**RF021**  
**CHANGE CONTROL REQUIREMENTS FOR**  
**BUYER DESIGNED PURCHASED ITEMS**

**SCOPE**

This code defines the Buyer's change control requirements for the Seller who is manufacturing articles in accordance with the Buyer's drawings and applicable specifications.

**REQUIREMENTS**

**CHANGE CONTROL** – The Seller shall produce all ordered articles using the same controlled materials, methods, and processes defined in the Buyer's drawing and specifications.

The Seller shall notify the Buyer, in writing or by E Mail, of the changes made to the Seller's processes and materials used to produce the parts and/or products for the Buyer before shipment. This includes all changes except editorial type changes, clarifications and other changes which will not impact: the form, fit function of the part; the ability to reliably reproduce the same configuration; the continued reliability of the product; and the compatibility of the Seller's product with the Buyer's related equipment.

The initial baseline is established upon receipt of the first qualified article. All processes and materials used by Seller to produce the parts and/or products per contract are considered frozen at this point. A new baseline will be established prior to each follow-on contract award (i.e. re-order). During the pre contract award phase the Seller shall review with the Buyer all changes in its design, materials, or processes, including changes not controlled by the Buyer's drawing or specification, made subsequent to the last delivery of the previous contract and establish the new baseline.

If the Seller has a Material Processing Procedure (MPP), Seller shall obtain approval from Buyer for any change to the MPP prior to implementation.

**CHANGE VERIFICATION** – The Seller shall have a formal method for verifying the incorporation of Buyer's drawing and/or specification changes in the hardware.

**RECORD OF NOTIFICATION OF CHANGES:**

In addition to the notifications described in the Change Control section, the appropriate Change Verification Statement shall be incorporated in the Seller's Certificate of Conformance:

- A. If no changes have been made: "Seller certifies that no changes have been made in the design, materials or processes used to produce this article."
- B. If changes have been made: "Seller certifies that notification was made of all changes to the design, materials or processes used to produce this article. Notification was sent to

Pratt & Whitney Rocketdyne, Inc representative \_\_\_\_\_(insert name) on \_\_\_\_\_(insert date).”

**CHANGE CONTROL REQUIREMENTS FOR SUBORDINATE SUPPLIERS** – The Seller shall impose the change control requirements stated in this code on its suppliers of parts, materials and processes as applicable.