



## Control of Work Transfer

# Supplier Briefing Pack

Issue 1.0 Apr 2019

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# Introduction

- The Kongsberg Maritime CM Control Production System Change process consists of 4 Steps -
  - Step 1 : Evaluate Change Feasibility (Preliminary Assessment)
  - Step 2 : Define Business Requirements
  - Step 3 : Agree Implementation Plan
  - Step 4 : Implement Change
- At the end of each Step there is a review Gate to
  - Establish that defined criteria has been met

SABRe Control of Work Transfers		GP EP 3.2.5 Control Production System Change												
Step 1 : Evaluate Change Feasibility (Preliminary Assessment)			Step 2 : Define Business Requirements		Step 3 : Agree Implementation Plan					Step 4 : Implement Change				
<b>Section 1</b>	<b>Section 2 and 3</b>	Gate 0 Review	Detailed Business Case	Gate 1 Review	Information Transfer	Gate 2 Review	Contract Acceptance	Manufacture Preparations Complete	Manufacturing Trials Complete	First Article Inspection Report	Production Rate Capability Confirmed	Production Ramp up Achieved	Implementation	Gate 3 Review
Supplier assessment of sources of risk	assessment of sources of risk		Timeline		Detailed Activity Plan								Lessons learned	
Outline of source change	Governance		Resources		Risk treatment (Go/No Go)								Measures and Metrics	
Parts identification	Stakeholders Project Involvement IPT Resource Identified		Measures and Metrics Risk treatment (Go/No Go)											
Risk Management														
Programme Management														

## How it works

The start of the process is for the Kongsberg Maritime CM First Tier supplier to complete Section 1 of the 'Gate 0 Preliminary Assessment (Change initiated by supplier)' form

- Section 1 identifies:
  - An outline of the proposed source change. Identify the reason for the change and include:
    - Details of the current and proposed sources.
    - Comprehensive reason for the change, identifying objectives, timescales.

GATE 0 - PRELIMINARY ASSESSMENT (Change initiated by a Supplier)					
SECTION 1: TO BE COMPLETED BY SUPPLIER			SUPPLIER SECTION OF FORM IS INCOMPLETE		
First Tier Supplier		Current Source		Supplier Ref No.	RR123/15
Company Name	Baggins & sons	Name	Coating plc	Date Submitted	26-Feb-15
R-R Vendor Code	123456	Location	Derby	Date change required by	31-Mar-15
Contact Name	B.Baggins	Proposed Source			
Phone Number	01332 1234567	Name	Painting plc		
Email Address	<a href="mailto:b.baggins@btconnect.com">b.baggins@btconnect.com</a>	Location	Nottingham		
Description of the proposed change		Potential Benefit(s) (select all that apply)	<input type="checkbox"/> Quality	Product Numbers	
New sub-contract source required to carry out rough machining operation. Source will be approved under SABRe requirement A4.3 clause b. No impact on cost.			<input type="checkbox"/> Cost	Identify product in the 'Product Number Listing' <a href="#">Link to 'Product Number Listing'</a>	
		<input checked="" type="checkbox"/> Delivery	Total number of product affected		
			Product subject to Fixed Process control		

An input is required to all unshaded fields.  
When completed click on the hyperlink to the 'Product Number Listing'.

# How it works

- Section 1 identifies:
  - Product Number Listing:

PRODUCT NUMBER LISTING						<a href="#">Link back to Gate 0 PA form</a>
First Tier Supplier		Vendor Code	Change Type	SABRe Source change	Change Ref No.	RR123/15
Company Name						
Baggins & sons		123456				
Program Management	Risk Level	Level of Governance		Project Involvement		
Product Number (change applies to)	Assembly / Kit No. (If applicable)	Product subject to Fixed Process control	Product Description		Customer Program	
UL12345	n/a	Yes	Link			

An input is required to all unshaded fields.  
When completed click on the hyperlink to 'Link back to Gate 0 PA form'.

Description of the proposed change	Potential Benefit(s) (select all that apply)	<input type="checkbox"/> Quality <input type="checkbox"/> Cost <input checked="" type="checkbox"/> Delivery	<b>Product Numbers</b> Identify product in the 'Product Number Listing' <a href="#">Link to 'Product Number Listing'</a>
New sub-contract source required to carry out rough machining operation. Source will be approved under SABRe requirement A4.3 clause b. No impact on cost.			Total number of product affected <b>1</b> Product subject to Fixed Process control <b>1</b>

When the 'Product Number Listing' has been completed, these fields on the Stage 1 PA form will automatically update showing:

- Total number of parts in the transfer
- Total number of parts subject to Fixed Process control

# How it works

- Section 1 identifies:
  - Initial Assessment of the Sources of Risk:

INITIAL ASSESSMENT OF THE SOURCES OF RISK		
A RESPONSE IS REQUIRED TO ALL QUESTIONS IN BOLD TEXT - Choose the appropriate response from the drop down menu which appears when selecting the relevant cell.		
Question	Response (select from dropdown)	Risk
1 <b>Is the change the transfer of commercial and/or logistical accountabilities?</b>		
2 Is the proposed change the relocation of the existing facility / plant?		
3 Is the change the relocation of existing, or implementation of new manufacturing equipment within current facility / plant?		
4 <b>Is the change the acquisition of new capability or capacity?</b>		
5 Does the change involve a complex manufacturing method, or a complex supply chain?		
6 Is there a requirement for the product(s) method of manufacture to be fixed and changes approved by the Design authority?		
7 Is this a change to product(s) with quality or delivery problems in the last 12 months?		
8 Does the proposed source have manufacturing experience of the product type?		

The supplier responds to questions in bold text, by selecting a response from the drop down set of options. The questions establish:

- The type of proposed source change.
- The areas of risk source.





# How it works

- Section 1 identifies:
  - When a supplier has completed the form:

GATE 0 - PRELIMINARY ASSESSMENT (Change initiated by a Supplier)					
SECTION 1: TO BE COMPLETED BY SUPPLIER				SUPPLIER SECTION OF FORM IS COMPLETE	
First Tier Supplier		Current Source		Supplier Ref No.	RR123/15
Company Name	Baggins & sons	Name	Coating plc	Date Submitted	26-Feb-15
R-R Vendor Code	123456	Location	Derby	Date change required by	31-Mar-15
Contact Name	B.Baggins	Proposed Source			
Phone Number	01332 1234567	Name	Painting plc		
Email Address	<a href="mailto:b.baggins@btconnect.com">b.baggins@btconnect.com</a>	Location	Nottingham		
Description of the proposed change			Product Numbers		

When all the required fields in Section 1 have been completed, this field will change to indicate 'SUPPLIER SECTION OF THE FORM IS COMPLETE' and the shading changes from amber to green.

- When the form is complete the Supplier emails the it to their MRPC contact and as indicated on the form
- A supplier is required to obtain authorisation from Kongsberg Maritime CM to proceed with a change affecting Kongsberg Maritime CM product

# How it works

- On receipt of the 'Gate 0 Preliminary Assessment' form, Kongsberg Maritime CM will complete Section 2

SECTION 2: TO BE COMPLETED BY Kongsberg Maritime CM			
R-R Change Initiator		The supplier's responses in Section 1 have been reviewed, validated and are accepted?	
R-R Ref No.		Customer Program(s) Affected	
Business Sector(s) affected (select all that apply)	<input type="checkbox"/> Civil Aerospace <input type="checkbox"/> Defence Aerospace <input type="checkbox"/> Energy <input type="checkbox"/> Marine <input type="checkbox"/> Nuclear <input type="checkbox"/> GTS		
<b>A RESPONSE IS REQUIRED TO ALL QUESTIONS IN BOLD TEXT - Choose the appropriate response from the drop down menu which appears when selecting the relevant cell.</b>			
	Question	Response (select from dropdown)	Risk
21	<b>Does the change affect product(s) which is subject to Project, Customer or 3rd Party Approval requirements?</b>		
22	Are design changes planned on any of the parts?		
23	<b>Does this change affect a number of Business Sectors and / or Supply Chain Units?</b>		
24	<b>Is Rolls-Royce's influence or ability to control and plan the change, potentially compromised by this being the only course of action proposed by the source?</b>		
Comments			

Kongsberg Maritime CM will :

- Assign a 'Change Initiator' (typically this will be the R-R MRPC)
- Review the content and acceptability of Section 1
- Select an appropriate response to the questions in bold text



# How it works

- When both Section 1 and 2 are complete, the cells in Section 3 of the form will be auto-populated to identify the:
  - Proposed Programme Management Level (Not Required, Practitioner, Professional, Manager, Director)
  - Risk Category (Low, Medium or High)
  - Project Involvement (No Project Involvement, Inform or Consult)
  - Required level of Governance (Local Area Manager, Local Control Authority or Business Control Authority)

Section 3: PROGRAMME MANAGEMENT CATEGORY, RISK LEVEL, PROJECT INVOLVEMENT AND LEVEL OF				<a href="#">Link to "Potential Stakeholders"</a>
If the 'Required Level of Governance' is considered inappropriate, escalation / de-escalation to an appropriate level must be endorsed by the 'Required level'.				
Proposed Programme Management level	Practitioner	Low Risk Change	Required Level of Governance	Local Control Authority
Project Involvement	No Project Involvement		Level of Governance, if different to that specified	
	Proceed with the change.		Endorsed by	Date

Section 3: PROGRAMME MANAGEMENT CATEGORY, RISK LEVEL, PROJECT INVOLVEMENT AND LEVEL OF				<a href="#">Link to "Potential Stakeholders"</a>
If the 'Required Level of Governance' is considered inappropriate, escalation / de-escalation to an appropriate level must be endorsed by the 'Required level'.				
Proposed Programme Management level	Professional	High Risk Change	Required Level of Governance	Business Control Authority
Project Involvement	Consult CFBU Customer Advocate		Level of Governance, if different to that specified	
	Obtain written approval to proceed.		Endorsed by	Date

# How it works

- The Kongsberg Maritime CM Change Initiator arranges a review session with the identified Control Authority
- The Control Authority will Approve or Reject the proposed change, completing 'Gate 0 PA Approval' of the 'Gate Requirements and Approval' form

GATE REQUIREMENTS AND APPROVAL FORM						1 of 2
Company Name		Vendor Code	Change Type	SABRe Source change	Change Ref No.	AB1234
Baggins & sons		123456				
Program Management	Risk Level	Level of Governance		Project Involvement		
Practitioner	Medium Risk Change	Local Control Authority		Inform CFBU Customer Advocate		
At each gate record the decision and sign off (IPT Lead, Control Authority and when applicable - CFBU Customer Advocate). Agree the criteria for the next Gate.						
Gate 0 PA	Control Authority Comments					
Gate Approval	Approval by	Name	Approve / Reject	Signature	Date	Comments
	IPT Leader					
	Customer Advocate					
	LCA Chair					

# How it works

- The Control Authority will identify the next Gate and the activities required to be achieved for review at that Gate.

Gate Requirements		Criteria required to achieve Gate 1 - Business Case Approval (Verification costs vs Benefits)				
		Name	Signature	Date	Comments	
ailed Proposal	LCA Chair					
	Approval by	Name	Approve / Reject	Signature	Date	Comments

- The Kongsberg Maritime CM Change Initiator will return the form to the supplier

## Version Control

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