SABRE Briefs & Guidance





Introduction

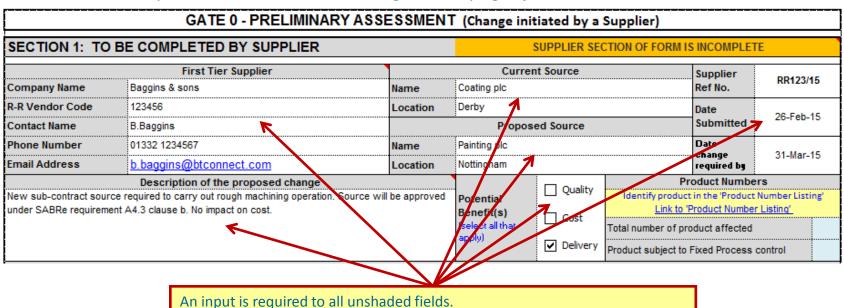
- The Kongsberg Maritime CM Control Production System Change process consists of 4 Steps -
 - Step 1 : Evaluate Change Feasibility (Preliminary Assessment)
 - Step 2 : Define Business Requirements
 - Step 3 : Agree Implementation Plan
 - Step 4 : Implement Change
- At the end of each Step there is a 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 2 : Define Business Requirements Step 3 : Agree		e Implementation Plan					Step 4 : Implement Cha	inge		
Section 1 Supplier assessment of sources of risk Outline of source change Parts identification	Section 2 and 3 assessment of sources of risk Governance Stakeholders Project Involvement IPT Resource Identified	Gate O Review	Detailed Business Case Timeline Resources Measures and Metrics Risk treatment (Go/No Go)	Gate 1 Review	Information Transfer Detailed Activity Plan Risk treatment (Go/No Go)	Gate 2 Review	Contract Acceptance	Manufacture Preparations Complete	Manufacturing Trials Complete	First Article Inspection Report	Production Rate Capability Confirmed	Production Ramp up Achieved	Implementation Lessons learned Measures and Metrics	Gate 3 Review
	Risk Management													
			Progran	nme l	Management									



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

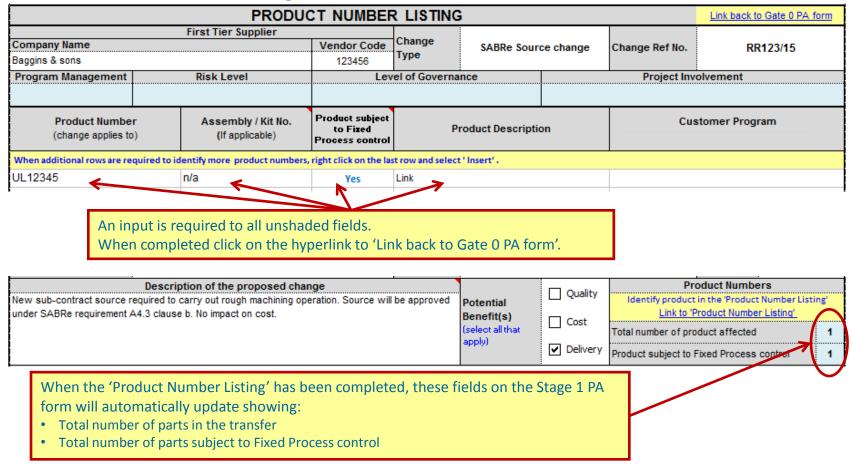
- Section 1 identifies:
 - An outline of the proposed source change. Identify the reason for the change and include:
 - Details of the current and proposed sources.
 - Comprehensive reason for the change, identifying objectives, timescales.



When completed click on the hyperlink to the 'Product Number Listing'.



- Section 1 identifies:
 - Product Number Listing:





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

•••••	Question	down menu which appears when selecting the relevant cell. Response (select from dropdown)	Ris
1	Is the change the transfer of commercial and/or logistical accountabilities?		
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	Is the change the acquisition of new capability or capacity?		
5	Does the change involve a complex manufacturing method, on 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.



Section 1 identifies:

• Initial Assessment of the Sources of Risk:

INITIAL ASSESSMENT OF THE SOURCES OF RISK						
RESPONSE IS REQUIRED TO ALL QUESTIONS IN BOLD TEXT - Choose the appropriate response from the di	rop down menu which appears when selecting the relev					
Question	Response (select from drop	pdown) Risk				
1 Is the change the transfer of commercial and/or logistical accountabilities?	Transfer of commercial and/or logistical accountab	oilities only.				
2 Is the proposed change the relocation of the existing facility / plant?						
If the response to question 1 is ' Transfer of compactors accountabilities only', then question 20 is the only	mercial and/or logistical y other question that is activated.					
supply chain or product(s)?						
Are the legal requirements governing the manufacture, supply and safe use of chemical substances understood by all potential sources and their sub tiers?						
chemical substances understood by all potential sources and their sub tiers?						

	Question	Response (select from dropdown)				
1	Is the change the transfer of commercial and/or logistical accountabilities?	Change to the manufacturing source.				
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	Is the change the acquisition of new capability or capacity?					
5	If the response to question 1 is 'Change to the manufacturing source', then all the					

If the response to question 1 is 'Change to the manufacturing source', then all the other questions are activated, with the exception of question 3.

Question	Response (select from dropdown)		
1 Is the change the transfer of commercial and/or logistical accountabilities?	Change to the manufacturing source.	Α	
2 Is the proposed change the relocation of the existing facility / plant?	Not a relocation of facility / plant.	~	
Is the change the relocation of existing, or implementation of new manufacturing equipment within current facility / plant?			
4 Is the change the acquisition of new capability or capacity?			
Does the change involve a complex manufacturing method, or a complex supply			



- 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 SUPPLIER SUPPLIER SECTION OF FORM IS COMPLETE						
First Tier Supplier			Current Source	e /	Supplier	DD40045
Company Name	Baggins & sons	Name	Coating plc		Ref No.	RR123/15
R-R Vendor Code	123456	Location	Derby		Date	20 5-4 45
Contact Name	B.Baggins		Proposed Sour	e e	Submitted	26-Feb-15
Phone Number	01332 1234567	Name	Painting plc		Date	31-Mar-15
Email Address	b.baggins@btconnect.com	Location	Nottingham		required by	
	Description of the proposed change	<u> </u>			Product Number	re

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



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

		erg Maritime CM	COMPLETED BY Kongsb	SECTION 2: TO BE
and are accepted?	s in Section 1 have been reviewed, validated and are a	The supplier's respons	R-R Change Initiator	
		Customer Program(s) Affected		R-R Ref No.
☐ Nudear ☐ GTS	ce Aerospace Energy Marine Nucl	Civil Aerospace De	ed (select all that apply)	Business Sector(s) affecte
t cell.	wn menu which appears when selecting the relevant cell.	appropriate response from the drop	L QUESTIONS IN BOLD TEXT - Choose the	A RESPONSE IS REQUIRED TO ALL
Risk	Response (select from dropdown)		Question	
		, Customer or 3rd Party Approval	product(s) which is subject to Project,	21 Does the change affect p requirements?
			nned on any of the parts?	22 Are design changes plan
		or Supply Chain Units?	a number of Susiness Sectors and / o	23 Does this change affect a
			ce or ability to control and plan the char se of action proposed by the source?	
				Comments
y de la company				
11				

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



 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 Link to "Potential Stakeholders"								
If the 'Required Level of Gove	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 Leve	el of Governance	Local Control Authority			
Project Involvement	No Project Involvement		Level of Governance, if different to that specified					
Project involvement	Proceed with the change.		Endorsed by			Date		

Section 3: PROGRAMME MANAGEMENT CATEGORY, RISK LEVEL, PROJECT INVOLVEMENT AND LEVEL OF Link to "Potential Stakeholders"							
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 (sult CFBU Customer Advocate		rnance, if at specified			
Project involvement	Obtain written	ain written approval to proceed.				Date	



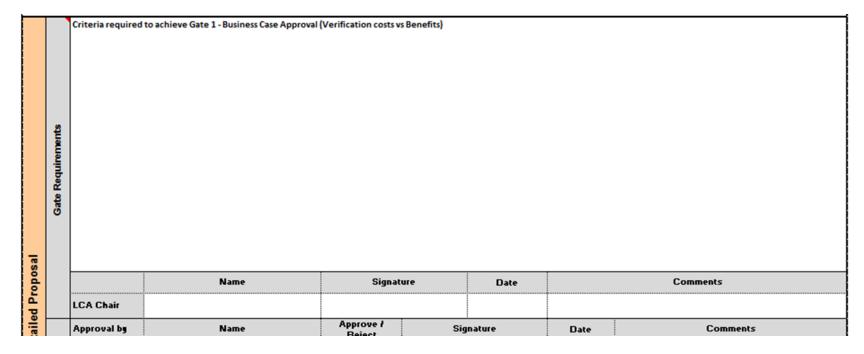
 The Kongsberg Maritime CM Change Initiator arranges a review session with the identified Control Authority

 The Control Authority will Approve or Reject the proposed change, completing 'Gate 0 PA Approval' of the 'Gate Requirements and Approval' form

			GATE REQU	IREMENTS /	AND APP	ROVAL FOR	VI		1 of 2
			First Tier Supplier						
Com	Company Name			Vendor Code		SABRe Source	ce change	Change Ref No.	AB1234
Bagg	Baggins & sons			123456	Туре				
Prog	rogram Management Risk Level Level of Governance Project Involv					vement			
1	Pra	ctitioner	Medium Risk Change	Local	Control Au	ithority	In	form CFBU Custo	omer Advocate
Atea	ach ga	te record the decis	ion and sign off (IPT Lead, Control Authori	ity and when applica	ble - CFBU Cust	omer Advocate). Ag	ree the criteria	for the next Gate.	
Gate 0 PA	Approval			Annual	•			:	
Ga	Gate	Approval by	Name	Approve / Reject	Si	ignature	Date		Comments
		IPT Leader							
		Customer Advocate							***************************************
		LCA Chair							



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



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



Version Control

Applicability:	Global
Title:	Control of Work Transfer Supplier Briefing Pack
Author:	Mark Bathurst
Document Owner:	Mark Bathurst
Version Number:	1
Issue Date and Change History:	April 2019