



Supplier Engineering Change Request (ECR) Process, Global Enterprise Mobility (GEM)

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1 INTRODUCTION

This document outlines a process to be followed by suppliers of Viasat's Global Enterprise Mobility (GEM) Business Area as requested by Viasat for communication of change requests to the Viasat CCB.

2 SCOPE

The scope of this process document is to outline Agile instructions for Supplier's creation of Engineering Change Requests (ECRs). If an ECR is approved then it must become an ECO, subject to approvals (CCB, regulatory, etc.) required for implementation (timeline may vary).

3 REFERENCED DOCUMENTS

The following documents listed for this topic issue shown form a part of this document to the extent specified herein. In the event of inconsistencies between the documents referenced herein and the contents of this document, the contents of this document shall supersede.

3.1 Viasat Documents

Table 3-1: Applicable Viasat Documents

Document Number	Document Description
PR000970	Engineering Change Request (ECR) Requirements

4 GENERAL GUIDELINES

The Originator (i.e. person who originates the ECR) will complete an ECR via Viasat's Agile PLM tool. The "Description of Problem" and "Proposed Solution" fields, subsequently reviewed in these directions, will be completed by the Originator. The Viasat Engineering PoC (§4.2) will complete all remaining sections marked in Agile with an asterisk¹. Configuration Management (CM) will be responsible for completing other remaining applicable fields of the ECR.

4.1 First, Log into Agile. If Supplier has issues logging into Agile, please see Viasat's Supplier Information public website for assistance at the following link:

<https://viasat.widencollective.com/portals/pyp1n3qn/Suppliertoolsandresources>

¹ In Agile on each field that needs to be filled in before it can move forward in the workflow.

- 4.1.1 In Agile PLM, select the “CREATE NEW” icon from the toolbar, then “CHANGES”, then “ECR (Eng Change Request)”.

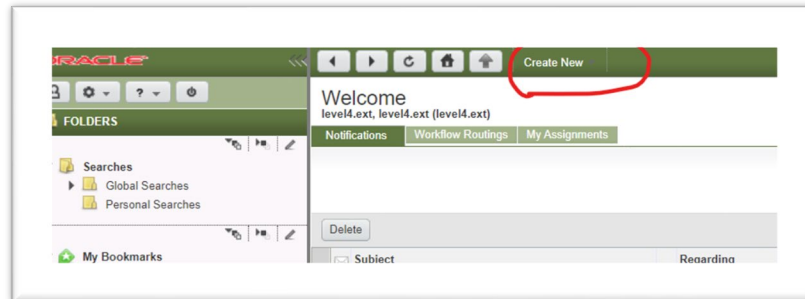


Figure 4-1. Create ECR

- 4.1.2 When the “create new” window opens, select “ECR” from the “Type” drop down menu. Then click the “123” icon to assign the next sequential number:



Figure 4-2. ECR Type Selection

Note: An alternate method for creating an ECR is, with the part or document item open, click “Actions” then “Create Change” and then select “ECR”. In the Create Changes window select “ECR” from the “Type” drop down menu, then click the “123” icon to have Agile assign the next number.

- 4.1.3 Select “SAVE”.

4.1.5 Click the “EDIT” button in the ECR form and complete the “Description of Problem”² and “Proposed Solution” fields. Time frame for ECR Review indicated on SCN should be indicated in “Description of Problem” field. (Routine (20 mdays), Urgent (10 mdays), or Line Stopper (3 mdays).)

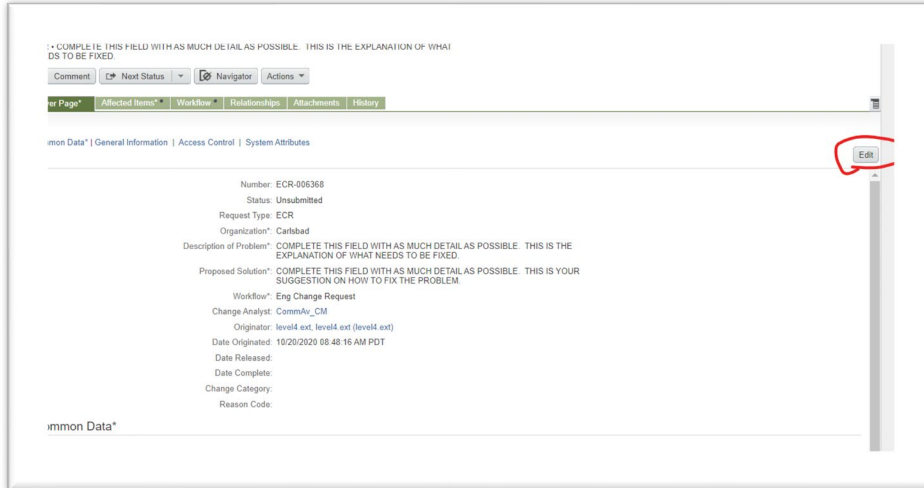
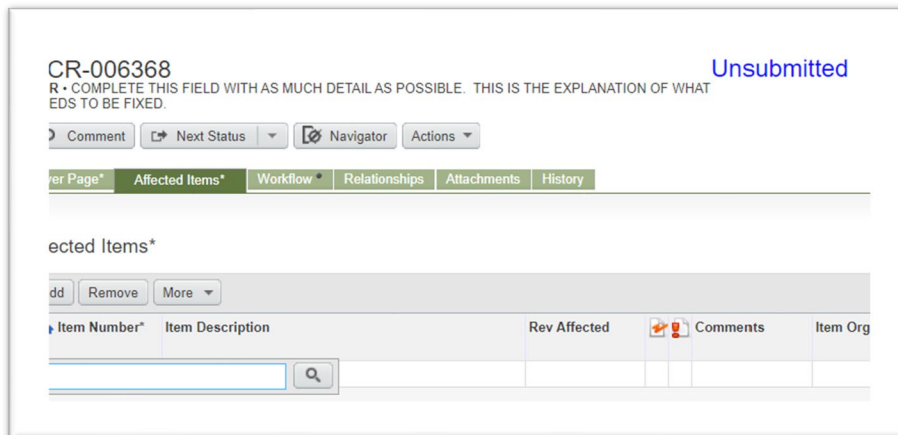


Figure 4-3. Edit Fields

4.1.6 On the “Affected Items” tab click the “Add” button and enter the Agile number(s) (may be parts or documents) for which you are requesting to have changed. ECRs may only be written against existing released parts/documents.



² The “Description of Problem” field will also serve as the name of the ECR in the header under the ECR number.

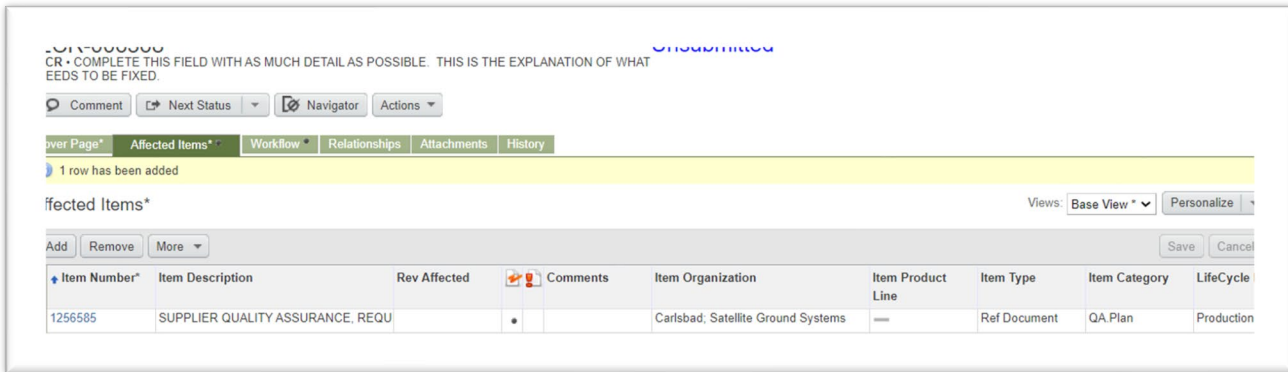
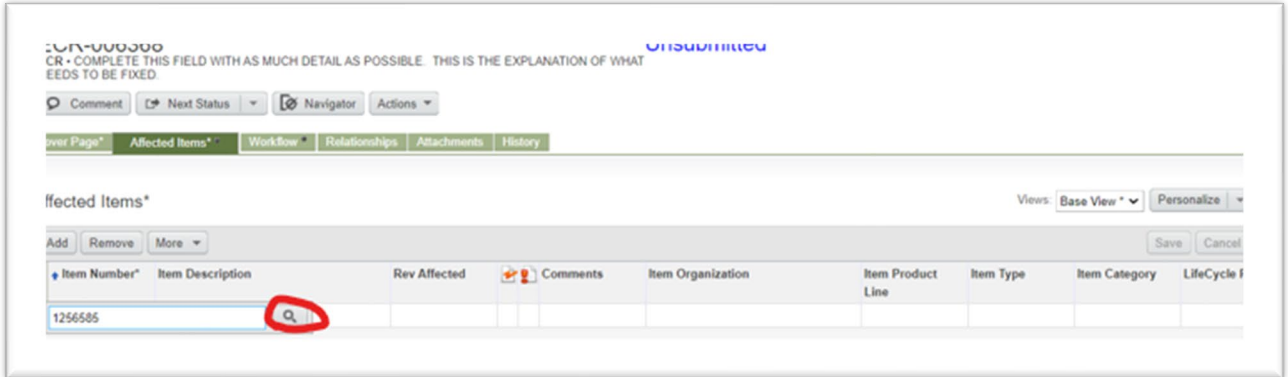


Figure 4-4. Add affected item

4.1.7 After Affected Item has been populated, double click in the field to add “Rev Affected” (if applicable). Click “Save” when finished.

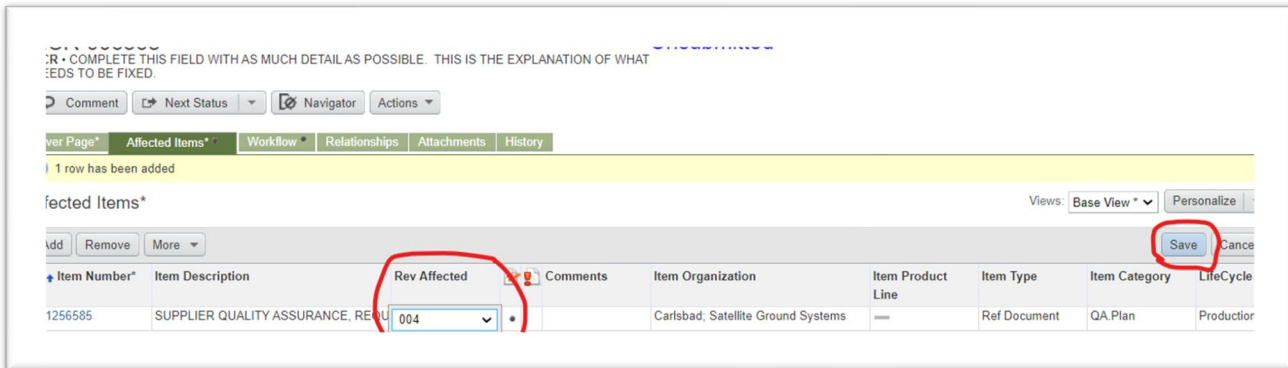


Figure 4-5. Update Rev. Affected

4.1.8 On the “Attachments” tab please include with the ECR the following (as appropriate/applicable): a preliminary SCN form (see PR002155 SCN Template and PR002162 SCN Process) filled out as appropriate, redlines (required), updated drawings, and any other related supporting data. Please note that the SCN will evolve throughout the ECR phase of the change. It may be a good idea to reference similar

parts in Agile to support similar data submission with initial request. Viasat will follow up for additional information as needed.

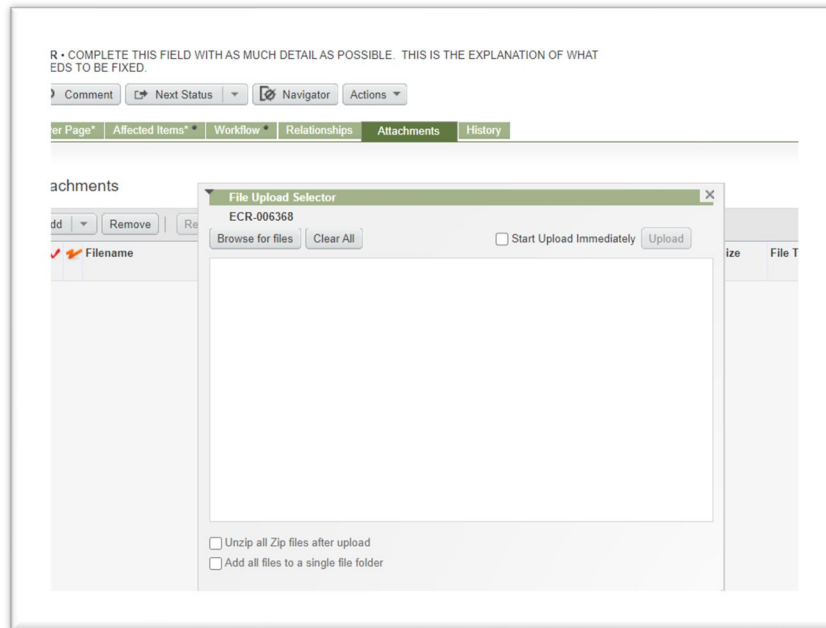


Figure 4-6. Upload attachment

4.2 ECR Notice to Viasat POC

- 4.3 Contact your appropriate Viasat Points of Contact (PoC) (for example your Viasat Buyer and Operations Program Manager (OPM)) and let them know you have an ECR to submit. This can be done by using the comment feature in Agile or through email.

4.3.2 Commenting on an ECR.

Click on the “Comment” button on the ECR in Agile.



Figure 4-7. Create Comment

Fill in the “To” with the name of the PoC and the “Comments” section with a comment. (ex: “This ECR is ready to submit for (your company name) for (Product/program name)”.)

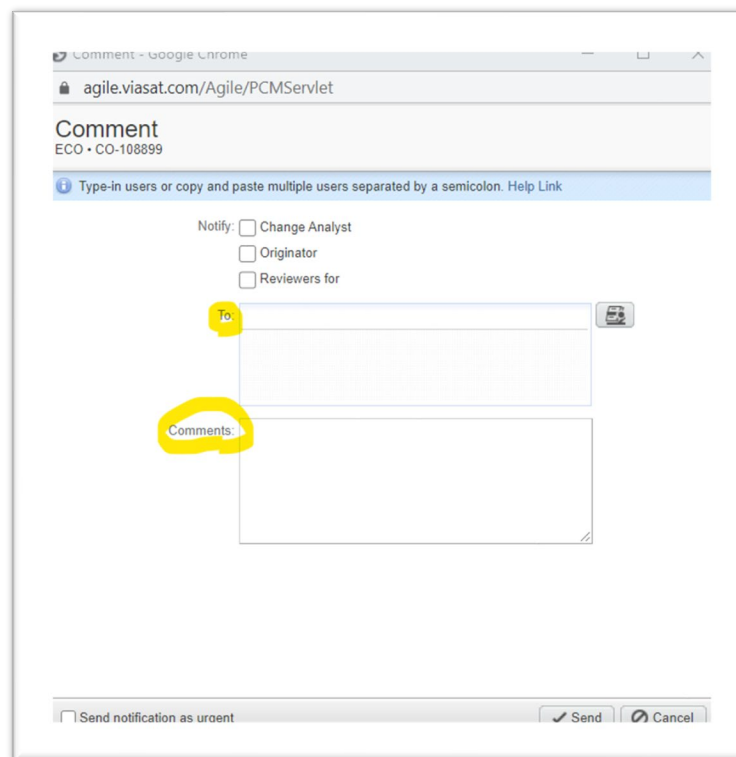


Figure 4-8. Send Comment

Then click the “Send” button at the bottom right of the pop-up screen.

4.4 Cancellation or Deletion of an Unused ECR

If an ECR needs to be deleted or canceled or for further assistance, please comment to CommAv_CM or email CM.HelpDesk@viasat.com.