

Notes on HCC-452 records

# CHANGE BOARD

## **Change Board**

### **PURPOSE:**

Change Boards are the Program/Operations Focal Point for Establishing

- Binding Organizational Commitments
- A production and/or Retrofit plan in Response to Proposed Design Changes
- A Production Plan in Response to an Authorized Product or Statement of Work (SOW)

## **Change Board**

### **GENERAL**

- The Change Board is Functionally Responsible to Coordinate all Activities in Developing Commitments to Support the Change Activity for Both Prime and Intercompany Programs
- The Engineering Changes to a Deliverable Basic Design are Made Through the Release of
  - Production Revision Records (PRR)
  - Master Changes (MC)
  - Modification Revisions (MR) Including Advance Modification Revision Notice (AMRN)
  - Itemized Work Statement (IWS)
  - Engineering Change Proposal (ECP)
  - Contract Change Proposal (CCP)
  - Special Inspection Request (SIR)

## **Change Board**

### **CHANGE BOARD RESPONSIBILITIES**

- Each Representative has the Responsibility and the Authority to Commit his Respective Organization to a Plan of Action
- On Occasion the Impact of a Change May Require a Meeting with Representatives from the Affected Line Organizations as well as the Permanent Representative to Develop a Commitment

### **MEMBERSHIP**

- A. Change Board Chairman
- B. Engineering Representative
- C. Manufacturing Engineering Representative
- D. Materiel Representative
- E. Contracts (On Call)
- F. Industrial Engineering (On Call)
- G. Quality Assurance (On Call)
- H. Finance (On Call)
- I. BMAC Government Property (On Call)
- J. Boeing Aircraft Modification Division (On Call)

## **Change Board**

### **CHANGE BOARD CHAIRMAN**

- Develop an Agenda and Preside Over all Board Meetings
- Ensure the Compatibility of the Committed Plan with the Customer and/or Program Requirements
- Prepare and Distribute Commitments with Approval Signatures of all Affected Board Members
- Ensure that Committed Events are Tracked for Compliance
- Provide Additional Visibility as Required by Program Managers and Upper Management
- Advise Upper Management of Unusual Trends of Developments
- Initiate Corrective Action as Required to Maintain Program/ Customer Requirements

## **Change Board**

### **ENGINEERING REPRESENTATIVE**

- Distributes Engineering Change Data
- Obtains and Commits all Engineering Release Dates
- Negotiates Mutually Acceptable Engineering Schedules as Required
- Arranges for Representatives of Program Engineering to Attend Board Meetings if Required
- Advises the Chairman of any Engineering Activity which Could Adversely Affect The Committed Plan

## **Change Board**

### **MANUFACTURING ENGINEERING**

- Receives and Distributes Engineering Change Data to the Appropriate Planners
- Receives Change Estimate Memos of Commitment Development Schedules (CDS) Prepared by Planning which Describe Tool Requirements Fabrication, Assembly and Installation Down Stages and any Unusual Processing Requirements
- Negotiates and Commits all Planning Releases
- Supports the Change Board in Developing Detail Schedules
- Follows-Up to Ensure Committed Schedules are Met on Both Engineering and Planning
- Advises the Chairman of any Planning Activity or Unexpected Engineering Growth which could Adversely Affect the Committed Plan

## **Change Board**

### **MATERIEL REPRESENTATIVE**

- Analyze Changes and Determines Material Involved Through Coordination With Manufacturing Engineering and Program Engineering
- Coordinates with Materiel Buyers and Planners to Establish Availability Dates for all Materiel Requirements
- Commits the Availability of Raw Materials, Standard Parts, Purchased Equipment and Outside Production Parts
- Receives all EAMR and Procurement Requirements
- Coordinates the use of Substitute Material and Parts
- Advises the Chairman of Potential or Actual Shortages so that Corrective Action can be Initiated



## **Change Board**

### **CONTRACTS REPRESENTATIVE**

- Receive and Distribute Customer Request for Proposal (RFP) and Request for Quotation (RFQ)
- Release Request for Estimate (RFE), Concurrent with the Release of Engineering Change, with any Directions Imposed by Customer
- Provide Projected Authorization Dates for New Business or Class I Changes
- Participate in Board Meetings as Required to Ensure Contractual Obligations are Satisfied
- Advise Chairman Upon Receipt of Customer Authorization
- Advise Chairman of an Customer Initiated Requests for Revisions to Scheduled Programs

## **Change Board**

### **INDUSTRIAL ENGINEERING REPRESENTATIVE**

- Calculates and Commits Standard Schedules and Submits Unit Manufacture Flow Time
- Assures that Committed and Corporate Schedules Are Implemented for Each Tool and Production Order
- Advises the Chairman of any Scheduling or Shop Load Affecting the Commitment

## **Change Board**

### **QUALITY ASSURANCE REPRESENTATIVE**

- Provides Support as Requested by the Chairman
- The On-Call Representative is Selected from the Quality Assurance Organization that can Best Provide the Required Expertise

### **FINANCE REPRESENTATIVE**

- Provide Support as Requested by the Chairman
- Releases Budget to the Using Organizations

### **BMAC GOVERNMENT PROPERTY ADMINSTRATOR**

- Provide Support as Requested by the Chairman
- Orders G.F.P. as Required to Support the Program
- Advises the Chairman of Potential G.F.P. Shortages Affecting the Program

## **Change Board**

### **BOEING AIRCRAFT MODIFICATION DIVISION**

- Provides Support as Requested by Chairman
- Commits the Aircraft Modification Division to a Plan of Action
- Advises the Chairman of Potential Problems that May Affect BAMD's Ability to Deliver the Aircraft on Schedule