

Q2P – Product Launch Process Flow Chart
Rev G: October 26, 2015

Related ISO Forms:
Q2P-3
Replaces QA10

The following Items (**Sales Launch Input**) must be filled out appropriately:
Customer Req'd Receipt Date: Date that Production Shipment must be at customer
SAP Entry Due Date: Target timeline for completion of Routing & Drawings (to allow for mfg lead-time)
Customer & Customer P/N & Rev: These will auto-populate from the quote, but should be updated if necessary
EAU & Initial Order Quantity: EAU will auto-populate as well, but both should be updated with accurate info
Commercial Lead Time: Industry expected Lead time for order
Min/Max Order Qty: Smallest and Largest Order quantities allowed to be entered based on quoted lead times (Variation will require new lead time)
Quote Price: Quoted Price for product
OEM Specific: Check if Pricing can't be shared w/ other Customers
AS9100 Required: This will allow Design Engineering from the AS group to be assigned only

CMC Sales Department Receives Order from Customer
 CMC Internal Sales Rep/CSR Logs into Q2P Portal
 CMC Internal Sales Rep/CSR Click on "Product Launch" Tab and selects "Create PL" at bottom right.

CMC Internal Sales Rep/CSR will choose "WON" quote from the open quotes in the "Quote ID" pull down. (Only Quotes that have been tagged "win" in the Win/loss category will be visible)

On the slider tab for **(Contract Review)**
Has the Contract Been Reviewed?: The Sales Staff MUST check Yes to proceed and list and variances to what was quoted. If none are listed, that too must be noted
FMEA required?: If Yes, Please note if a PO or Customer requires FMEA at launch Per Quality Requirements (DO NOT CHECK YES IF PART OF PPAP)
PPAP Required?: If Yes, The following should be detailed if a PPAP is required. PPAP Level (1,2,3,4,5), Sections (1-15), Sample Size (How many parts need to be measured with PPAP), Lot Size (How Large is the overall PPAP Order), and Due Date.
FAI/ISIR Required?: This is for standard dimensional analysis and may include material certs. (List any other special requirements in the Add'l Req Box)
Testing Required?: List any qualification test that must be performed at launch or 1st setup. i.e. Proof Loadings on Brake Cables
Certification Required?: If Yes, List any material cert, traceability or other similar documents requirement with shipments
Are there Military/Aerospace: List any special details that might not be captured in the standard Contract Review or FAI Request Sections
Process Capabilities Required?: If Yes, list any Critical characteristic CpK requirements for initial or ongoing inspection.

On the slider Tab for **(Documents)**
 1. Upload the customer Drawing
 2. Upload the PO associated with the product Launch
 These are required when available (PO upload also exempt when non-traditional form i.e EDI, etc)

Click "Submit Product Launch"

Color Code: Aerospace Element Only

Color Code: Designate RISK Analysis Sections

An Auto-Email will be sent to the Engineering Administrator stating that a New Product Launch is being submitted to Engineering

Engineering Manager or Engineer will open Product Launch System and Open "Un-Assigned" Launch

System will Prompt Engineer to be assigned. This will send an email to Sales Staff and Engineer that a Product Launch has been assigned.

Initial 3 Tabs (**Req'd Docs, Safety Control & Design Validation & Risk/Safety Control**) will be visible and be required by Product Engineering to be completed before the release to manufacturing.

On the Tab for **"Req'd docs"**:
 A BOM list must be uploaded. It must list all new SAP part numbers. A print may NOT be used, b/c of revision control
 The remaining options on this sheet are information carryovers from the initiation of the launch and may be uploaded later, but will be required before completion of the quote, such as the PPAP/ISIR, by the quality staff or the FMEA.

On the Tab For **"Design Validation & Risk/Safety Control"**:
 These are Design Review Question and as a final check it should be answered based on the Product Engineers knowledge of the application and product design:
 Yes (List Issue and how conveyed to customer as well as sign-off, if received by customer)
 1. No, Based on Historical Data (List if you know that this is just a product variation that will not effect performance)
 2. No, Based on Customer Test (List criteria and Test Reference)
 3. No, Based on In-House Test (List Criteria and Test Reference)
 4. Other (List any open "High Risk Concerns" and how they have been addressed)

On **"Design Verification & Feasibility"** Tab:
 Answer all Yes/No Questions. If No is answered the Product Engineer must fill in the corresponding window with the appropriate action items that were taken to resolve the issue. The exception is to the final question regarding statutory Regulations, if answering yes list governing regulations

Notes Tab:
 Any open Items such as Customer Correspondence, Quote info, Tooling Issue can and should be listed in the Notes Section. They may be entered by the Product Engineer, MFG Engineer, Sales Staff or Quality. It will act as a ongoing log of Actions to travel with the Product Launch.

The Product Engineer will Create a Active and History Folder. The Active will be filed with CMC & Customer Print (If Applicable) and History Folders will Travel with MFG Engineer & Quality until completion.

RFQ Qualifications Tab
 If Qualifications were required at the Quote Stage. This section will pre-populate with those requirements

Check Y/N for Qualifications Met
 If no list details and how they will be addressed

After Completion of the Qualifications Tab, the launch is ready to be scheduled and an Automatic Email will be sent to the MFG Engineering Group stating this fact.

AS9100 or DCN Notification Requirements

Finally list the effectivity date of these changes
 Additional DCN Requirement (Use as special alert for Completion of the PL Drawing release process to notify all parties rather than just the base PL Team)

If this change requires modification to actual parts please list the disposition instruction. (Scrap, Rework, Other).

List the description of the change to the component or part affected

As in the ECR if there are other components that are affected by this production launch list those parts and their corresponding revision number

Check the box for required. Checking will allow an email to be sent to everyone in the appropriately assigned Value stream letting them know that the PL Drawings are complete.

The MFG Engineering Manager or MFG Eng may assign/re-assign an Engineer to the Product Launch (use Pull Down) and the Product Engineer will Call the Initial LPE Meeting.

LPE Meeting is Conducted with Representation from Quality, Product Engineering, MFG Engineering, supervision, Purchasing, Accounting and Sales.

After the LPE Meeting the QA Manager or QA representative may be assigned as the Lead QA for the project

The LPE Meeting will Include Initiation of the Task List and Manufacturing Bridge.

After Completion of the LPE Meeting. The Product Engineer will then Check the following Boxes after the meeting and completion of the Internal Meeting Task:
"SAP Item Masters and BOM Complete"
"LPE Meeting Conducted and Prints Released"

The Manufacturing Engineer at this time will take over the lead on this product Launch. Any Addition LPE Meeting to assist in the completion of the Task List and MFG Bridge should be initiated by the MFG Engineer with assistance from the Product Engineer if necessary.

Once the Task List is Created it should be uploaded to the System (It does not need to be complete as it can be edited after upload)
Required Task List Items should include creation of Planner, STD Work, Open TBS Items, PICS or Equivalent

Next the MFG Bridge should be uploaded. While the complete bridge may not be done (with items such as gaging, tooling & MRS's yet determined) a process flow should be developed with enough detail to allow for the routing to be entered in SAP

With the initial portion of the Bridge Uploaded, the MFG Representative will upload the Routing to SAP. This uploading and checking of the **"routing complete and entered"** box in the MFG & Task list Tab will send an email to the SAP Accounting Team so that Costing may be uploaded in the system based on the routing.

The Accounting Team must cost and release the Product Launch. At completion they will check **"Costing Complete"**

Once the the "Routing Complete" and "Costing Complete" check boxes are confirmed an Auto-email will be sent to the CSR department stating that PL Number XXX & Part Number XXX are ready for "Order Entry" and that the "Sales Info" can be entered

The CSR manager/ designee will add Sales data to SAP and check "Sales order Entered/ Sales Info Complete" Signifying that the order is ready or can be entered and that all sales data logging fields are complete in SAP (i.e. Customer P/N, shipping info, sales categories, etc)

During This time and up until the shipping Due Date Manufacturing and Quality Staff will be working to receive in Gaging and tooling to complete the order and build parts on time per the task list and MFG Bridge Requirements. As those task and requirements are complete the appropriate Quality Staff and MFG Lead must check the **"Tooling Complete"** and **"QA Requirements Complete"** check boxes as well as updating the Task List on the local server

Design Review & Notes Tab:
 During this process any Pertinent info related to timing, tooling or gaging delivery should be noted on the NOTES tab or in the Task List

The MFG Lead will be required to check the **"ALL TASK LIST ITEMS COMPLETED"** Check Box. This Person may not be responsible to complete each task, but they are the champion for the Task List.

Final **"APPROVED AND COMPLETE"** Check Box Must be checked by the Quality Manager or their immediate Supervisor (Engineering Manager) at the completion of the Task List, Quality Requirements and all other open items within the Product Launch (such as FMEA, Qualifications, Certs, etc.) Checking this box should signify that parts have shipped successfully and that there are no open task left in order to maintain capable and complete future shipments. Once complete, the history Folder should be returned to the History File Cabinets

The Product Launch is now Complete

For Shipments requiring PPAP or delivery prior to completion of all open task QA sign-off will be required on packing list prior to initial shipment