

December 8, 2005

In reply refer to: 2005RC03031

Attention: Quality Manager

Subject: Change Control Requirements for Buyer and/or Supplier Designed Purchased Items  
Reference: Pratt & Whitney Rocketdyne Flysheets RF020 & RF021, revised 8/10/05

Dear Pratt & Whitney Rocketdyne Supplier:

This letter is to notify you that effective immediately a “no cost” administrative change has been made to the subject requirement and Rocketdyne Flysheets for any open orders you may have with our company which include RF020 or RF021. In an effort to assist your company in meeting its configuration management requirements, we have revised these referenced flysheets for clarification as follows.

If your Company uses the on line web application “Supplier Portal Electronic Certificate of Conformance (C of C)” or submits Certificates of Conformance with shipment, then you must make one of the following Change Verification Statements in addition to the notifications described in the Change Control section of the Flysheet when completing the Electronic C of C on line or submitting with shipment:

- A. If no changes have been made: “Seller certifies that no changes have been made in the design, materials or processes used to produce this article.”
- B. If changes have been made: “Seller certifies that notification was made of all changes to the design, materials or processes used to produce this article. Notification was sent to Pratt & Whitney Rocketdyne, Inc representative \_\_\_\_\_ (insert name) on \_\_\_\_\_ (insert date).”

Previously, this requirement had to be fulfilled by a separate submittal to our Configuration Management organization. This clarification is being provided to your company to help resolve product acceptance and delay of payment issues caused by the absence of this verification requirement. This has long been an issue and it is our intent to resolve it to both your company’s and our company’s satisfaction while meeting the current contract requirements.

Should you have any questions about the RF020 or RF021 flysheet requirements, please contact:

[John Kanne at 818-586-2762](mailto:John.Kanne@prattwhitney.com) or [Lynette Shortt at 818-586-2399](mailto:Lynette.Shortt@prattwhitney.com).

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Questions about the Supplier Portal Electronic C of C may be directed to:

[Margaret Lunsford at 818-586-1418.](mailto:margaret.lunsford@epk.com)

Thank you in advance for your attention to this matter.

Sincerely,

*Signature on file*

Paul Fowler  
Director  
Supplier Management & Procurement

*Signature on file*

Neil Bussiere  
Manager, Supplier Quality and  
Quality Engineering Processes

EPK:epk  
Attachments: RF 020 & RF 021