**Response Letter to the Initial Request**

 **for Process or Material Changes**

 Date:

Dear      ,

You have informed us, or it has come to our attention that your company desires to implement a process or material change to the component(s) you supply to Allison Transmission, where it has been determined that a new PPAP is required. Please understand that this proproteposed process or material change is only authorized by Allison Transmission, Inc. by following the described procedures for acquiring authorization to proceed. Proceeding with an unauthorized process or material change can result in New Business Hold, Control Shipment II and ISO9000/TS16949 Certification Body notification.

Due to the risk associated with introducing a process or material change to the component(s) you manufacture on behalf of ATI, your company and ATI need to monitor the process in detail to insure quality material is available to schedule.

To begin the approval process, ATI requires information important to support a smooth transition as follows;

1) The reason for the process or material change,

2) The list of parts encompassed by the process or material change,

3) A detailed implementation timeline, including testing done at your facility,

4) Key process capability information impacted by the process or material change,

5) Proposed GP12 quality plan,

6) Proposed material buffer plan,

7) Your Program Manager's contact information

Templates for this input are attached below to help with the information collection.

Your submitted information must be reviewed by the Commodity Manager, the ATI Procurement Staff, and the Product Line Team (PLT). Your plans may only continue after the approval by the Procurement Staff and the PLT. Upon approval, the Commodity Manager will contact you in writing with the next steps for planning, monitoring, and conducting the process or material change, including any additional test requirements for you or ATI that must be comprehended in your implementation timeline. The robustness of your plan, and the process or material change complexity will determine how quickly the requested process or material change can be approved.

Thanks for your cooperation on this important matter for our two companies.

Respectfully,

Commodity Manager, Procurement

Allison Transmission, Inc.

One Allison Way

Indianapolis, IN 46222-3271

The following attachments can be found on the ATI website: <http://www.allisontransmission.com/suppliers>

Attachments:

AT-1927-30 Supplier Product Change Evaluation

AT-1927-2 APQP Timing Chart.xls