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Title:			
Module Release Approval (MRA) Process			
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REVISION RECORD

Detailed Description of Change(s)	Rev	Date	Originator
Document and improve currently unpublished process for formal publication & company-wide implementation	1	May 2016	Justin Lee

1.0 **SCOPE**

This work instruction applies to special incoming requirements for major modules delivered to EMD/PRS locomotive facilities. A major module is defined as a station or department level assembly (i.e. cab, hood, workstation, etc.).

2.0 **PURPOSE**

The purpose of this work instruction is to define the steps & requirements for approving a major module from any supplier to any EMD/PRS locomotive facility.

3.0 **RESPONSIBILITIES**

Supplier – The supplier is responsible for filling out and submitting the MRA (Form 6353 – see Appendix) for EMD/Progress Rail to review and approve/reject. The supplier is required to submit this documentation at least 24 hours prior to the proposed ship date to the EMD/Progress Rail Planner.

Planner - The Planner is responsible for distributing the MRA to internal departments for consideration of approval as well as communicating status back to the supplier.

Production – The Production Manager (or delegated employee) is responsible for reviewing the MRA to ensure the scope of work is within the capabilities of Production to complete, as well as make any necessary plans to address shortages, open issues & nonconformities included in an accepted MRA.

Manufacturing Engineering – Manufacturing Engineering is responsible for supporting Production as needed in reviewing the scope of work in order to ensure the capability required to complete the work is available to the production team.

Quality – The Quality team is responsible for final document review to ensure its completion and that it's posted on the received major module as well as electronically stored.

4.0 **MRA TERM DEFINITIONS**

4.1 **Section 1 General (Supplier to Complete)**

- Order Number – Customer order, a three digit number preceded by the letter 'C'
- Part Number – EMD/PRS assigned part number
- Serial Number – Supplier assigned, per EMD/PRS's requirements
- Sequence Number – Normally starts at 1 for a new C-order
- Description – Part name
- Purchase Order / Line / Release – information available on the order documentation
- Supplier Name
- Originator Name, phone, fax, email – supplier's representative responsible for providing MRA. This is also the person responsible for providing weekly updates on shortage status.

4.2 Section 2 Configuration (Supplier to Complete)



- Main Assembly Revision Level – top level revision of the module assembly.
- Schematic Number (if applicable) – EMD/PRS part number for this drawing & revision being used.
- Change Control References: ECR / SCR / RFC / DA – complete list of all documents involved in this build broken down by document type.

4.3 Section 3 Shortages (Supplier to Complete)

- If there are no shortages, supplier should check the N/A box.
- FPA part number shall be assigned by the supplier. If it is unclear what the FPA part number will be for a certain part number, leave line blank and the Planner will assign it upon approval. It is essential that the shortage replacement material subsequently shipped is identified by this FPA part number.
- Every item not shopping with the major but part of the BOM must be listed in this section. This must include hardware, trim, etc. that is necessary to complete the major module.
- Plant ETA is the expected arrival date at the locomotive facility (i.e. Muncie, Sete Lagoas, etc.). It is to be based on current lead times and should include transit from supplier to plant.
 - A specific date is required. "TBD" or similar answers are unacceptable and will result in MRA rejection.
 - Note: If an MRA with shortages is approved, the Originator is responsible for providing the EMD/PRS Planner with proactive, weekly updates on the status of all shortages, referencing Plant ETAs provided in the MRA (unless a different frequency is requested).

4.4 Section 4 Open Issues & Nonconformities(Supplier to Complete)

- This section is intended to highlight any and all open issues or nonconformities not captured in the previous sections. This section will describe any of the open issues related to the shortages described in Section 3 as well as any problems encountered during construction.
- Nonconformities are defined as any proposed deviations from standard EMD/Progress Rail process.
- Items that must be documented in this section include:
 - Inspection(s) or test(s) not completed
 - Deviation in any way from standard shipping procedures or shipping parts loose
 - Any open issue that could potentially affect the quality of the product.
- When in doubt, the supplier should document the issue.

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4.5 Section 5 Approvals (EMD/PRS Planner to Complete)

- This supplier will receive confirmation of the approval or rejection from the EMD/PRS Planner (with reasons for rejection if applicable)
- This communication may be via e-mail or via the final tab of this document

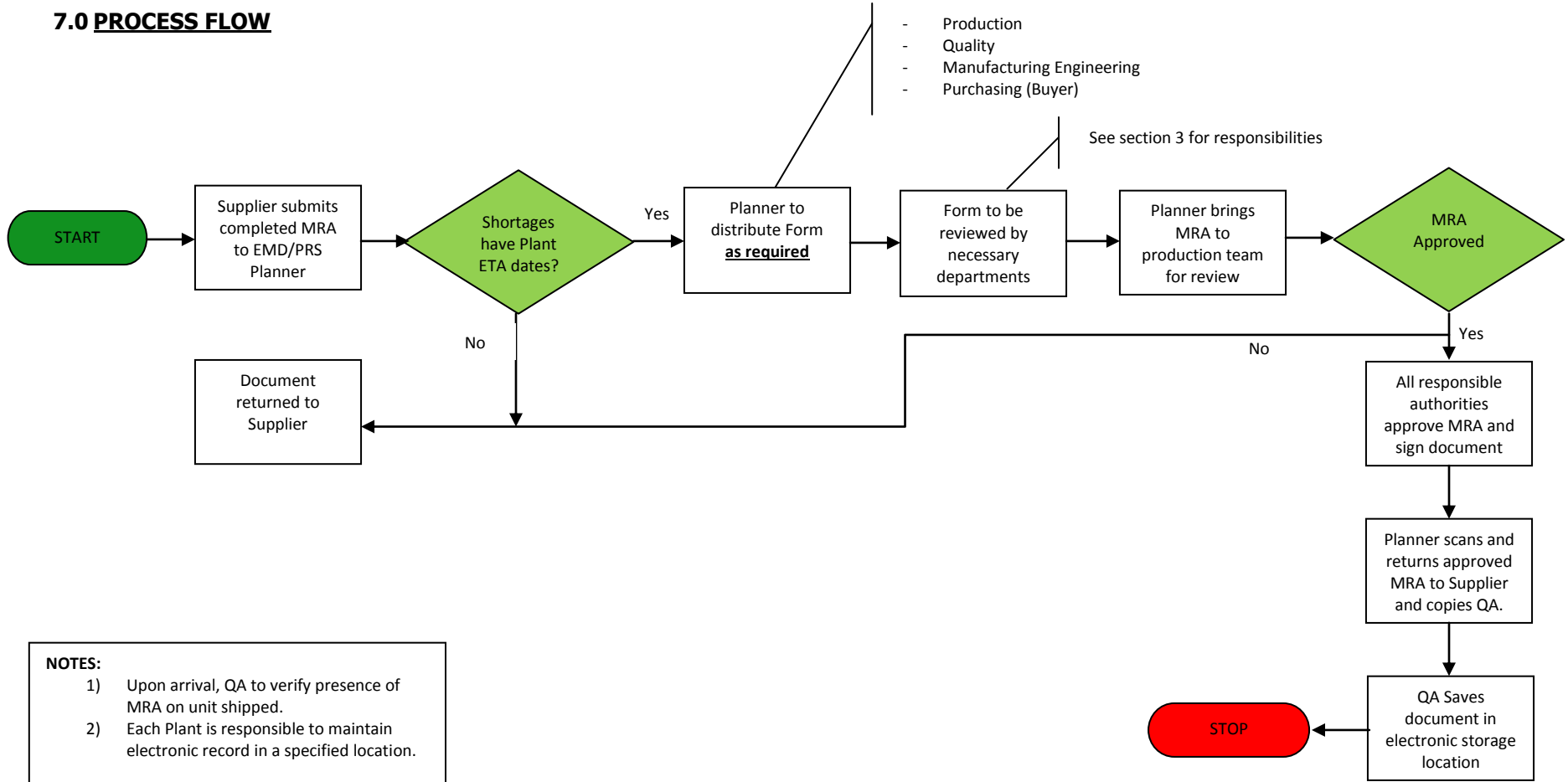
5.0 OVERVIEW OF STEPS – APPROVING AN MRA DOCUMENT

- 5.1 The supplier will fill out the MRA document in full, providing visibility to all shortages and non-conformities. A form is required even if there are no shortages or non-conformities.
- 5.2 The planner will receive the MRA from the supplier and review the document to ensure that all shortages noted have a corresponding Plant ETA date.
- 5.3 The planner will distribute the form to QA, Production, Manufacturing Engineering and the buyer as needed to obtain required approvals.
- 5.4 If approved, the planner will scan and return the copy to the supplier for authorization to ship.
- 5.4.1 The supplier is accountable for providing weekly updates (unless otherwise requested) of all shortages.
- 5.5 If not approved, the planner will communicate with the supplier the course of action required prior to resubmitting the updated MRA.
- 5.5.1 The supplier will likely be required to resubmit with more or different information
- 5.6 The planner will copy Production, Quality, and Manufacturing Engineering on the signed copy.
- 5.7 When there are no shortages or open issues/nonconformities, the Planner is authorized to release Modules from a supplier without any other approvals necessary. A copy will still need to be sent to Quality for record retention purposes.
- 5.8 Planning must communicate status of any shortages (being provided by the supplier) to the production team as needed.
- 5.9 The supplier is responsible for meeting the Plant ETA dates provided in the original MRA

6.0 RECEIVING MATERIAL

- 6.1 Material received at the locomotive facility will have the MRA affixed to the outside of the unit; it is the responsibility of QA to ensure its presence. If the MRA is missing, QA is to print a copy and affix it as required.

7.0 PROCESS FLOW



NOTES:

- 1) Upon arrival, QA to verify presence of MRA on unit shipped.
- 2) Each Plant is responsible to maintain electronic record in a specified location.