



**PRODUCT, MATERIAL FIXED PROCESS CONTROL PLAN
REVISION HISTORY FORM**

Control Plan Number: Control Plan Rev. (1)		Control Plan Next Rev: Next Rev. Date: (2)	Next Rev. Effective Date: Date Submitted to SQA: (3)
Product/Process Name or Description: (4)		Process Sequence/Operation No. Affected by Change: (5)	Alcoa Howmet Plant (s): Plant Contact (s): (6)
(7) Product Char: <input type="checkbox"/> Process Char: <input type="checkbox"/>	(8) Key Char:	(9) Change in Method:	(10) Change in Reaction Plan:
Supplier Name : IQS Number: (11)		Supplier site Address: (12)	Key Supplier Contact: Telephone No: (13)
(14) Supplier – Provide a Description of Proposed Product and/or Process Revision:			
Supplier Signature (15)		Title	Date



(16)
Alcoa Howmet Plant Engineering Disposition / Comments:

(17) Disposition:	Approved <input type="checkbox"/>	Conditionally Approved (see comments) <input type="checkbox"/>	Disapproved <input type="checkbox"/>
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Alcoa Howmet Signature (18)	Title	Date
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Supplier and Alcoa Howmet Approval Page For FPCP Revision

(19) Supplier Approval Signatures	(20) Date	(21) Alcoa Howmet Approval Signatures	(22) Date
Quality Manager		Quality Manager	
Engineering Representative		Quality Engineer	
Manufacturing Representative		Engineering Manager	
Other Approval (if Req'd)		SQA Logging Revision & Distribution	Date Copy Sent



CONTROL PLAN PRODUCT/PROCESS REVISION REQUEST Page 1 of 1

Field #	Description	Instruction
1	Control Plan Number: Control Plan Rev:	Enter Control Plan number for current fixed process control plan. Enter control Plan Revision for current fixed process control plan.
2	Control Plan Next Rev: Next Rev. Date:	Enter the next revision for proposed change to the fixed process. Enter date of next revision.
3	Next Rev. Effective Date: Date Submitted to SQA:	Enter the date the next revision will be effective/implemented. Enter date revision request was submitted to SQA.
4	Product/Process Name or Description:	Enter the name or description of the product or process being controlled.
5	Process Sequence/ Operation No. Affected by Change:	Enter the process sequence number, operation or step that is affected by the proposed change.
6	Alcoa Howmet Plant or Plants Plant Contact(s):	Enter the Alcoa Howmet Plant or Plants that are utilizing this supplier fixed process control plan. Enter the appropriate Alcoa Howmet Plant Contacts who have responsibility for this fixed process
7	Product or Process Characteristics	Check the appropriate box to indicate whether it is a product or process characteristic change that is being proposed.
8	Key Characteristic	Check the appropriate box to indicate whether or not the product or process characteristic is identified on the control plan as a key characteristic.
9	Change in Method	Check the box to indicate whether or not the proposed change will affect a change in method.
10	Change in Reaction Plan	Check the box to indicate whether or not the proposed change will affect the reaction plan for the process sequence operation / operation number.
11	Supplier Name Supplier IQS Number	Enter the name of the company and/or division submitting fixed process control plan. Enter the Alcoa Howmet assigned supplier number from IQS supplier maintenance / Oracle.
12	Supplier Address	Enter address, city, state, zip, province country & postal code as applicable,



13	Supplier Key Contact Key Contact Telephone	Enter the name of the supplier representative submitting fixed process control plan change. Enter supplier key contact phone number.
14	Supplier - Description of Proposed Product/ Process Revision Request	Provide a detailed explanation of the proposed change to the product and/or process; include the reason(s) for the change(s). Provide substantiating objective evidence in support the change request. .
15	Supplier Signature, Title & Date	Supplier representative submitting proposed change must sign, date and provide title before sending to Alcoa Howmet for review and disposition.
16	Alcoa Howmet Plant Engineering Disposition/Comments	The appropriate Alcoa Howmet Plant engineer or process owner responsible for the product and/or process shall complete this section. The engineer or process owner will review the request and determine if the request is warranted and supporting data is sufficient for validating the change request...
17	Disposition: Approved: Conditionally Approved: Disapproved:	Check the appropriate disposition box. If approved, supplier signature approvals and approval dates are required in section 20 & 21. Howmet signature approvals approval dates are required in section 22 & 23. If conditionally approved - indicate specifically what is required of the supplier in the disposition section. If disapproved, provide a reason(s).
18	Alcoa Howmet signature, title & date	The Alcoa Howmet Plant engineer or process owner making the disposition must sign, date and include your title.
19	Supplier Approval Signatures	Signature of supplier quality, engineering, manufacturing and other supplier representative who have responsibility for development, submitting and maintenance of fixed process control plans.
20	Supplier Signature Date	Enter date each supplier representative signed fixed process control plan.
21	Alcoa Howmet Approval Signature SQA Logging Rev. distribution	Signature of the Alcoa Howmet personnel who is approving the fixed process control plan. Signature of SQA representative who logged the revision and sent copy to Alcoa Howmet Plant & Supplier
22	Alcoa Howmet Plant Signature Date SQA signature date	Enter date each Alcoa Howmet plant representative approved the fixed process control plan. Enter date Alcoa Howmet SQA representative sent copy of fixed process control plan to Alcoa Howmet Plant & Supplier.