**Response Letter to the Initial Request**

**for Tool Move and**

**Manufacturing Relocation**

Date:

Dear      ,

You have informed us, or it has come to our attention, that your company desires relocation of current Allison Transmission business for either your own manufacturing, or that of a tiered supplier within your current value chain. Please understand that this proposed move is only authorized by Allison Transmission Inc. by following the described procedures for acquiring authorization to proceed. Proceeding with an unauthorized move can result in New Business Hold, Control Shipment II and ISO9001/IATF16949 Certification Body notification.

Due to the risk associated with transferring a manufacturing process, your company and ATI need to monitor the move 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 move,

2) The list of parts to move,

3) A detailed relocation time line,

4) A detailed list of machinery and equipment to move,

5) A list of tools to move,

6) Key process capability information pre-move,

7) Proposed GP12 quality plan,

8) Proposed material buffer plan,

9) Your Program Manager's contact information,

10) The DUNS number for the new manufacturing location,

11) The DUNS number for the current manufacturing location,

12) The IMDS number for the new manufacturing location,

13) The IMDS number for the current manufacturing location.

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 move 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 move. The robustness of your plan, and the part and move complexity will determine how quickly the requested move 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-101225-B Tool List Template

AT-101225-C Tool Move Bank Strategy

AT-1927-02 APQP Timing Chart.xls

AT-1927-30 Supplier Product Change Evaluation