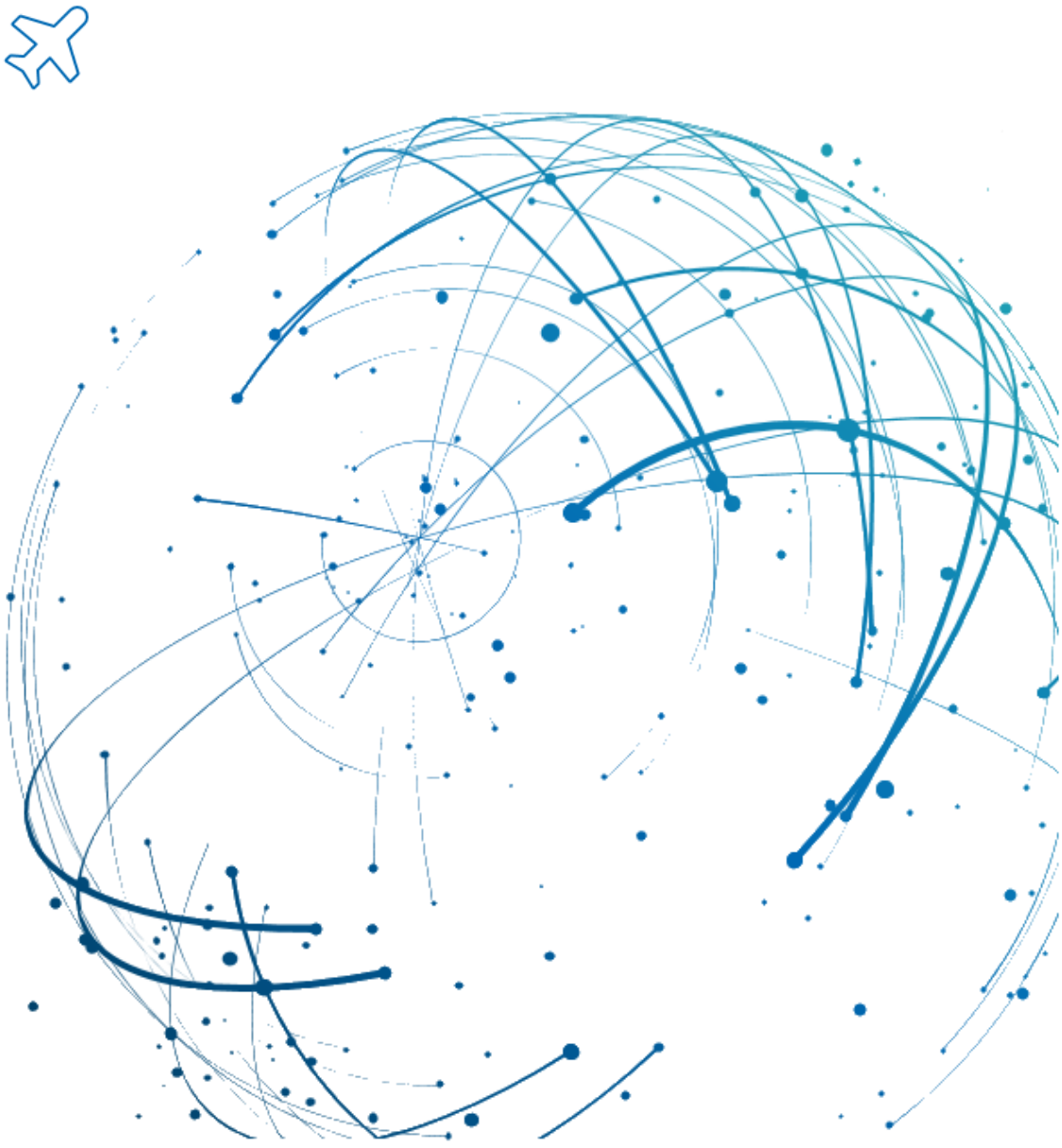
SupplyOn

Capacity Management Assessment (CMA) Supplier



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1 Overview

The access to the Capacity Management Assessment (CMA) is possible if the necessary roles have been assigned, → see *Creating subtier supplier* data

On the **Subtier supplier data** page, subtier supplier data can be created, that is, address data for subtier suppliers can be created.

Also, a subtier supplier can be created directly from within an assessment. When adding an impacted supplier to the assessment, you can choose to add an existing one or create a new one.

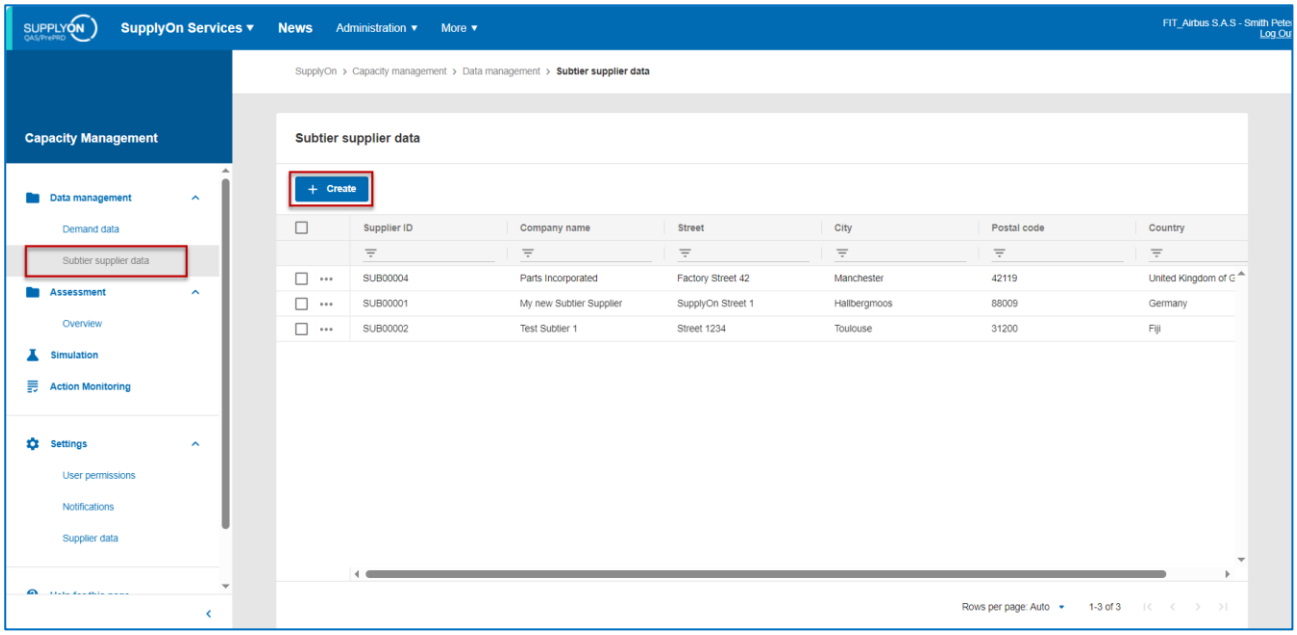

Figure: **Subtier supplier data** page.

To create a subtier supplier:

1. Click **Create**.

   The **Create subtier supplier** dialog window is displayed.

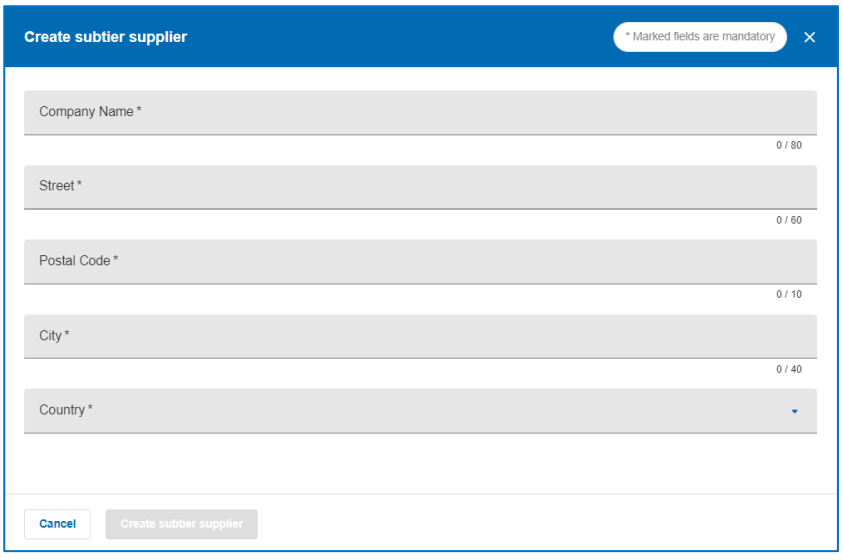

Figure: **Create subtier supplier** dialog window.

2. Fill in the mandatory fields for the address data.
3. Click **Create subtier supplier**.

   The subtier supplier is listed on the **Subtier supplier data** page.

4. Click **Edit** if you want to edit the address data.

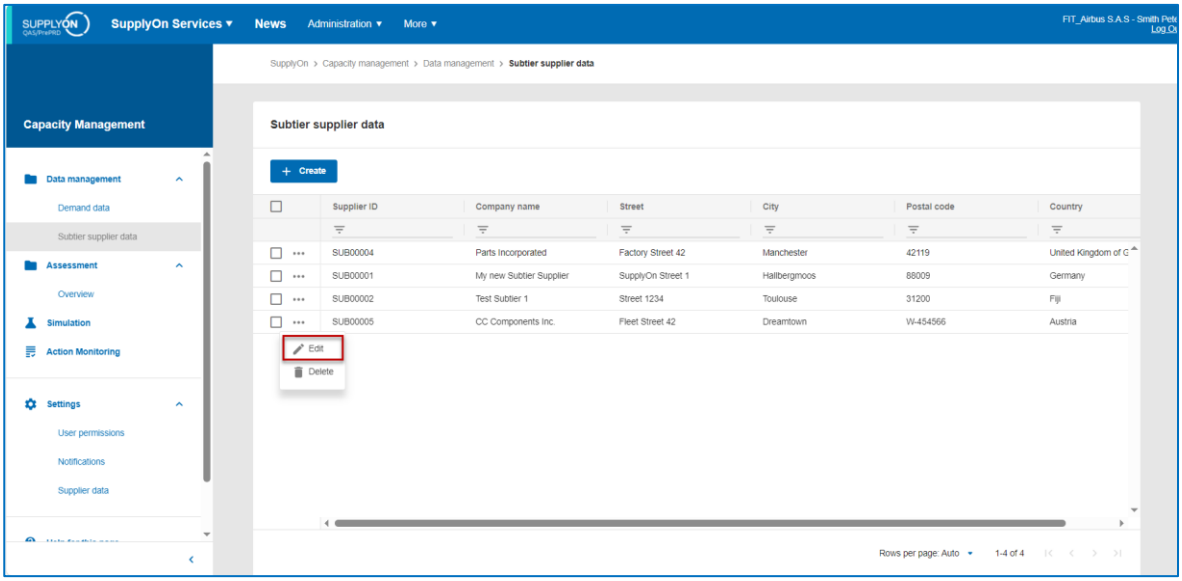

Figure: **Edit** the subtier supplier data.

Data validation:

During the creation process, the tool validates whether the user tries to create a subtier supplier that might already exist. For this, the tool:

- Compares the entered company name to existing supplier company names
- Compares the entered postal code and street to the ones from existing suppliers

If potential duplicates have been identified based on these rules, a popup is displayed to warn the user and to list existing suppliers with similar master data. If the user clicks Confirm, the creation of the new subtier supplier is finalized. If you click Cancel, the creation process is aborted.

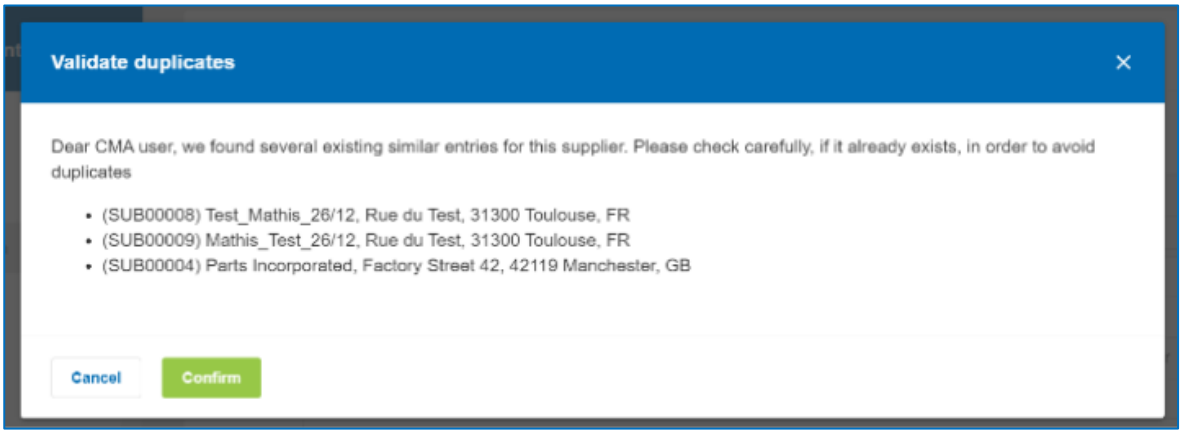

Figure: **validate potential duplicates.**

SupplyOn user role on page *60.*

After logging into the SupplyOn portal, click **Capacity Management**.

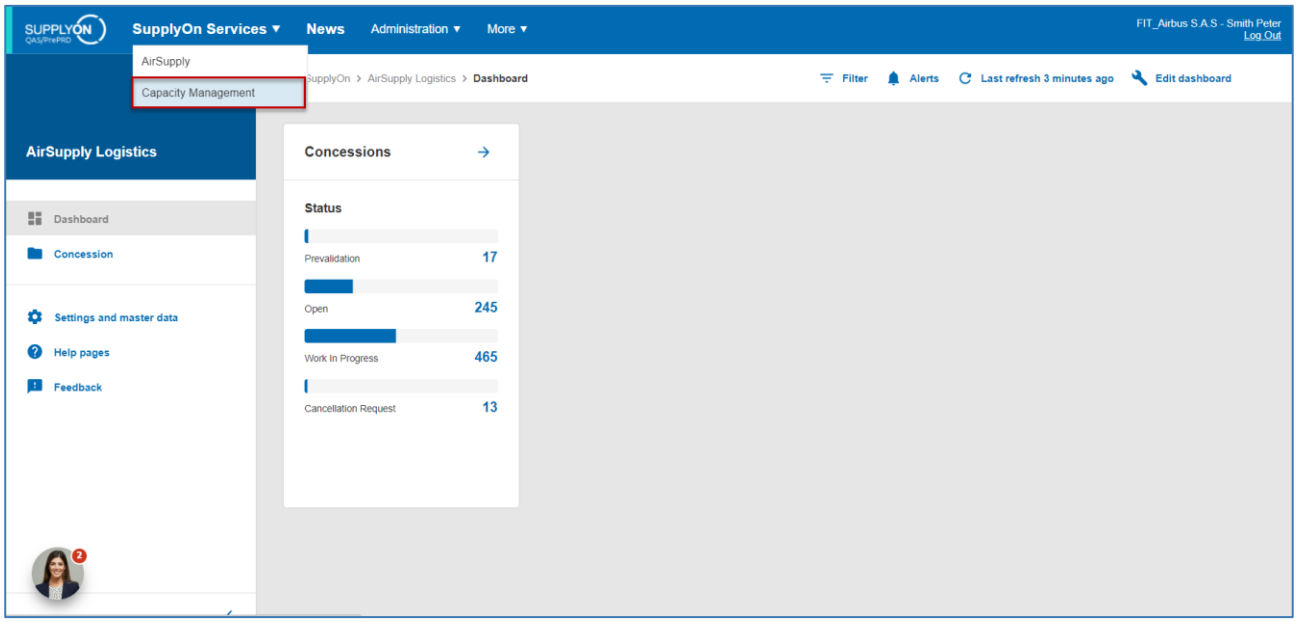

Figure: SupplyOn portal with **Capacity Management** link.

The **Assessment** page of the **Capacity Management** is displayed.

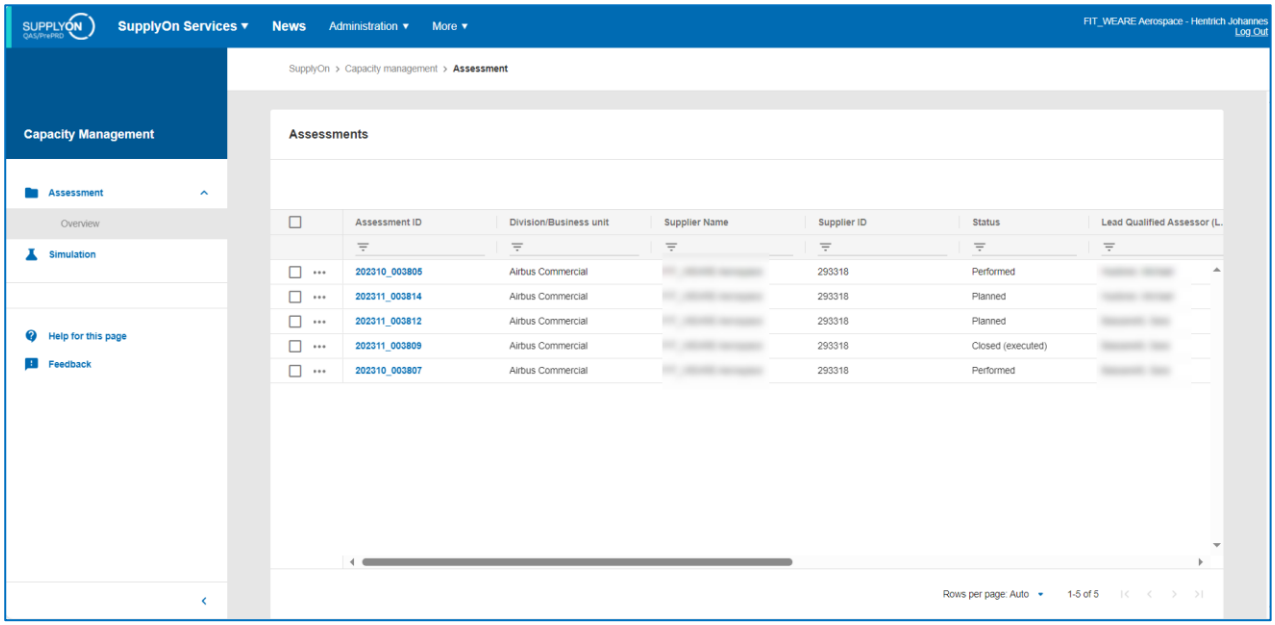

Figure: **Assessment** page.

1.1 Overview of assessments

The **Assessment** page provides an overview of all existing assessments.

Note

If new demand data has been uploaded by the **Method Holder** from Airbus since the last session of the logged-in user, a corresponding informative note is displayed.

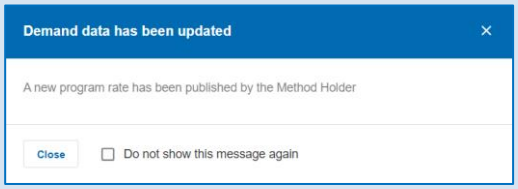

Figure: **Demand data has been uploaded** dialog window.

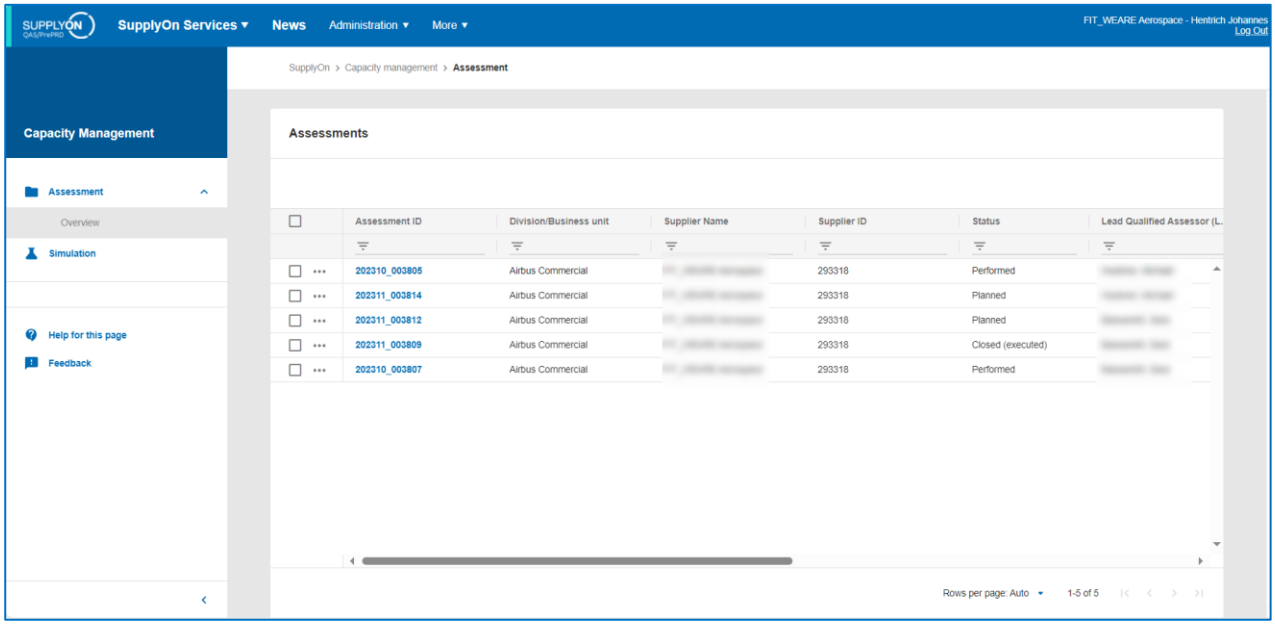

Figure: **Assessment** page.

The **Assessment** page lists all assessments that have already been created for the logged-in supplier. The following columns, among others, are displayed:

Assessment ID: Unique identifier for the assessment (automatically created by the SupplyOn application).

Division/Business unit: Responsible Airbus entity.

Supplier Name: For which supplier the assessment is performed, that is, the logged-in supplier.

Supplier ID: Airbus ARP-ID for the supplier.

Status: Status of the assessment (possible statuses are **Planned**, **In progress, Performed**, **Closed (canceled)**, **Closed (executed**).

In addition, relevant stakeholders (for example, **Lead Qualified Assessor, Requestor**), dates and the Airbus commodity are displayed. It is also possible to display further columns in the **Assessment** page by clicking in the column header on the top right.

Filtering columns

You can filter the columns (the filter criteria depend on the data in the columns). The number of active filters is displayed in the top right. The set filters remain even if you log out and must be actively removed when they are no longer needed.

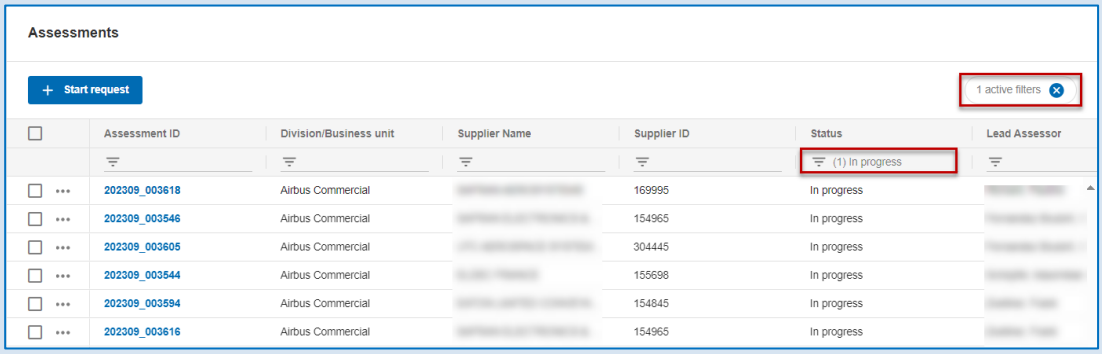

Figure: Active filter.

The **Assessment** page is the starting point for creating new assessments, → see *Viewing an assessment* on page *9*.

The **Assessment** page is also the starting point for further working on existing assessments. To do this, click the **Assessment ID** you want to work on.

Change history

All changes that have been made in the fields are logged in the **Change history**.

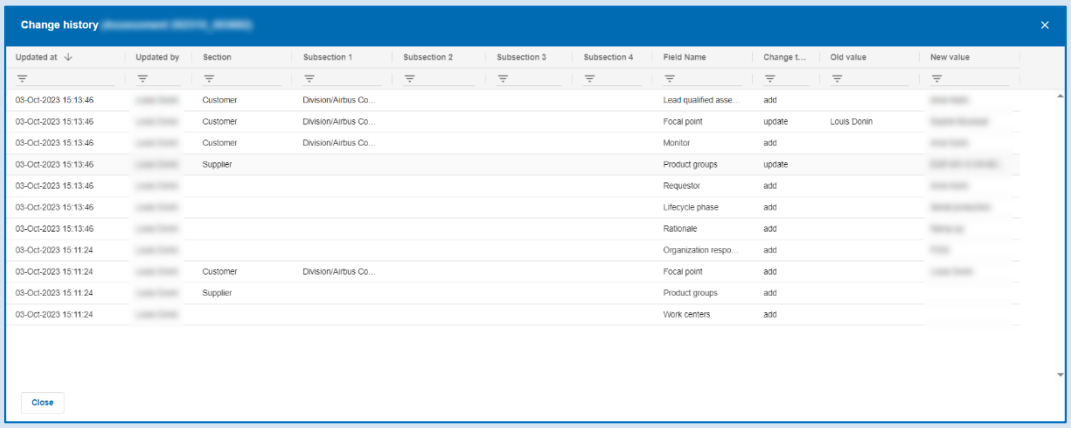

Figure: **Change history**.

1.2 Viewing an assessment

Clicking an **Assessment ID** displays the **Assessment details** page with the data of the assessment.

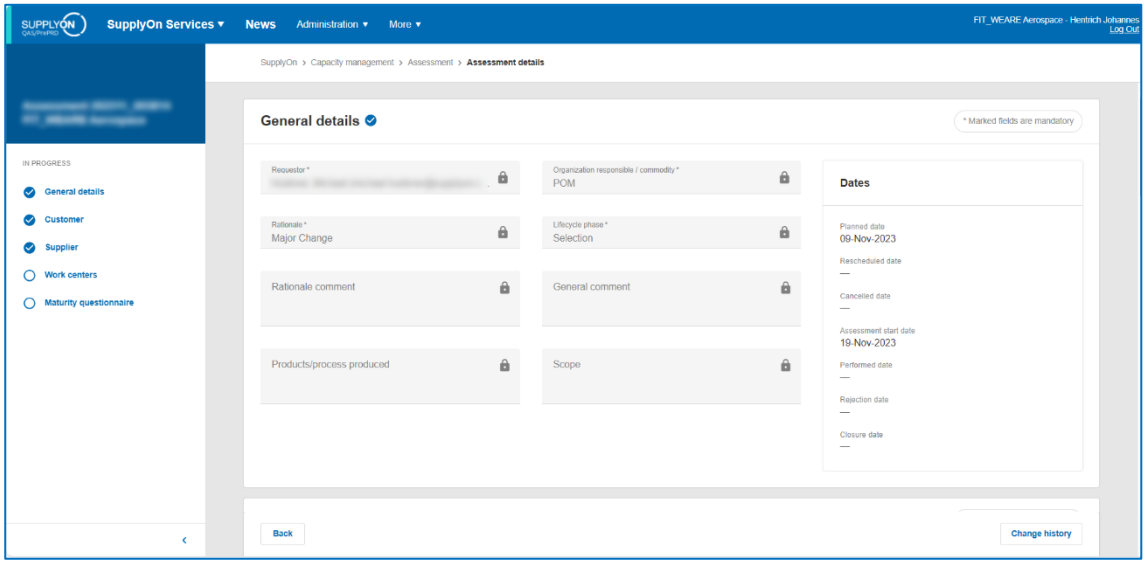

Figure: **Assessment details** page.

The **Generals details** section shows some general data about the assessment, for example, who is the **Requestor** of the assessment.

1.2.1 Customer section

The **Customer** section shows which Airbus entity is performing the assessment and which other entities are involved in the assessment.

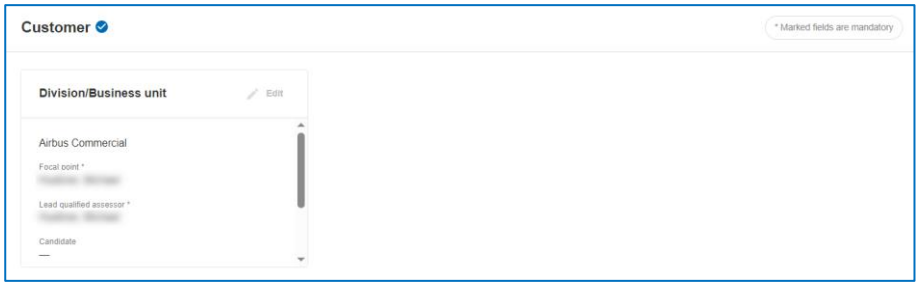

Figure: **Customer** section.

1.2.2 Supplier section

The **Supplier** section shows the data of the supplier where the assessment is to be performed, that is, the logged-in supplier.

Figure: **Supplier** section.

The supplier can edit its data and add subtier suppliers.

5. Click **Add subtier supplier**:

Figure: **Add subtier supplier**.

The **Subtier supplier** dialog window is displayed.

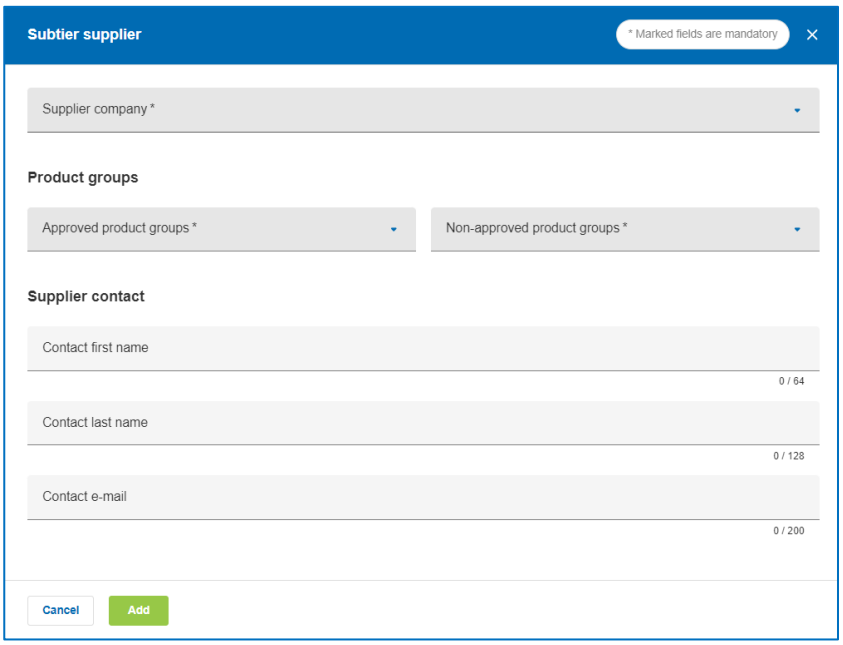

Figure: **Subtier supplier** dialog window.

6. Select a **Supplier company**.
7. Select the **Approved product groups** and / or one or more **Non-approved product groups** that are relevant for the selected supplier.
8. Fill in the contact data.

   The fields (**Contact first name**, **Contact last name** and **Contact e-mail**) are free text fields.

9. Click **Add**.

   The subtier supplier is listed in the **Supplier** section.

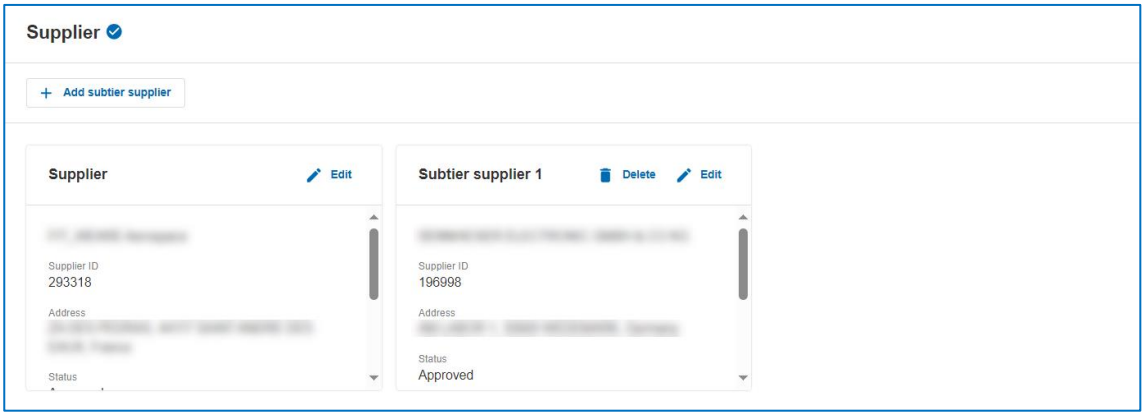

Figure: Added subtier supplier.

2 Work centers

Capacity assessments are performed on the level of work centers.

In an assessment, new work centers can be created, or existing work centers can be added if the assessment is in status **Planned**.

Independent of an assessment, work centers can be created on the **Simulation** page, → see *Simulation - Work center overview* on page *55*.

After the demands, loads and capacities for the corresponding work center have been entered, they can be analyzed in various scenarios. By default, a scenario 0 is automatically created. Further scenarios can be created to simulate with different parameters. One scenario is marked as **Official** by Airbus, and is included in the report, → see *Reports* on page *50*.

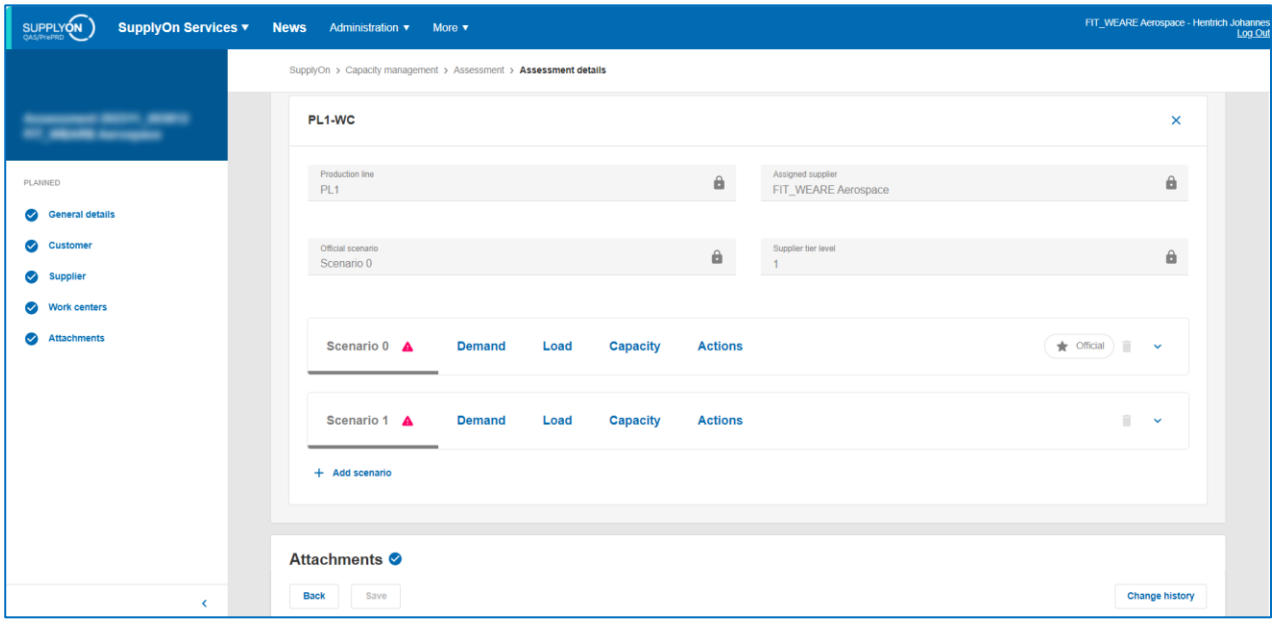

Figure: A work center.

2.1 Adding work centers to an assessment

Work centers can be created directly within an assessment or selected if they have already been defined in a previous assessment or created in the central work center management in CMA.

For an overview of all available work centers, → see *Simulation - Work center overview* on page *55*.

2.1.1 Creating a new work center

To create a new work center within an assessment, go to the **Work centers** section**.**

1. Click **Add work center.**

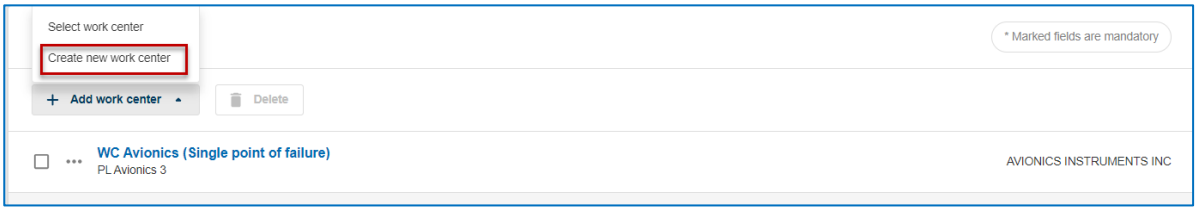

Figure: **Add work center**.

2. Click **Create new work center**.

   The **Create work center** dialog window is displayed.

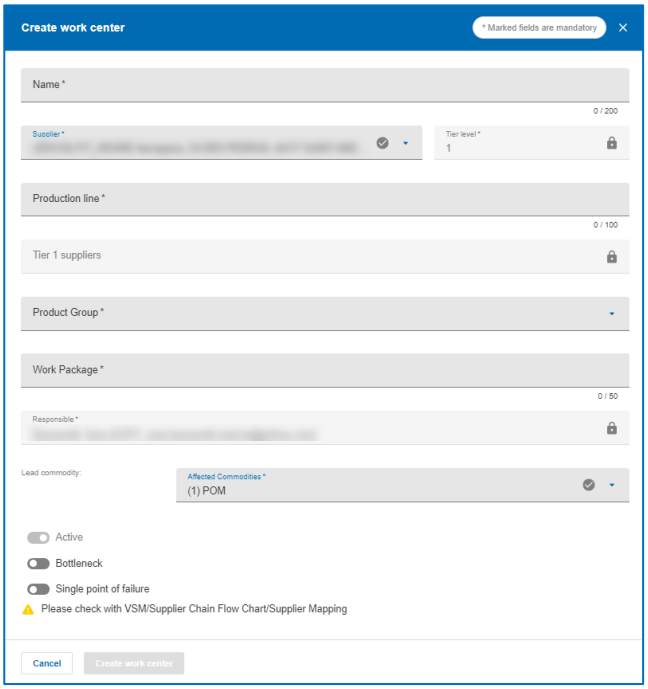

Figure: **Create work center** dialog window.

3. Fill in the required fields.

   The following data must be entered:

   Name: Name of the work center at the supplier, where the work center is a machine/work center where a product is manufactured.

   Supplier: The name is pre-filled for the logged-in supplier.

   Tier level: Tier level of the supplier to which the work center belongs (For impacted suppliers tier-2 to tier-9 can be selected - for the main supplier automatically tier-1).

Production line: A series of work centers where a product is processed one after the other to obtain the final version of the product. Each work center is assigned to the corresponding production line.

Tier 1 suppliers: Related tier 1 supplier if the work center is at a sub-tier supplier.

Responsible: Requestor or **Monitor** that is responsible for this work center (must not selected by the supplier).

Product Group: Via the selected product group, the responsible for this work center is automatically determined.

Work Package: Relevant work package for this work center.

Affected Commodities: Affected Airbus commodities.

Active: Whether the work center is still active.

Bottleneck: Whether the work center is considered as bottleneck.

Single point of failure: Whether the work center is a single point of failure.

The work center is listed in the **Work centers** section.

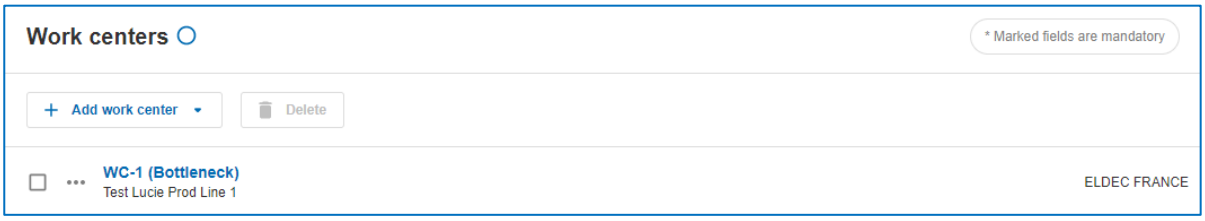

Figure: New work center in the **Work centers** section.

2.1.2 Selecting an existing work center

In addition to the possibility of creating a new work center from scratch, existing work centers created in a previous assessment or in CMA's central work center management can also be added to an assessment.

Only work centers that belong to the logged-in supplier can be selected.

1. Click **Add work center**, and then select **Select work center**.

   The **Select work center** dialog window is displayed.

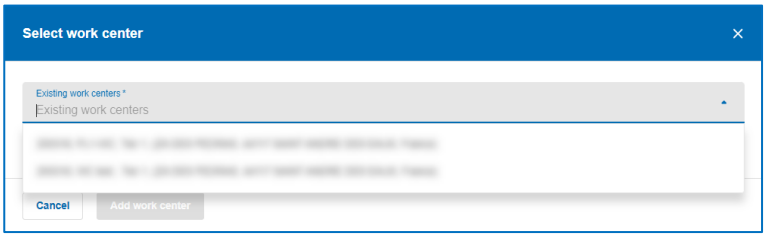

Figure: **Select work center** dialog window.

2. Select an existing work center.
3. Click **Add work center**.

   The work center is listed in the **Work centers** section.

2.2 Capturing the data in work centers

The following data is captured in a work center within a scenario:

Demand

Load

Capacity

Once the data has all been captured, it can be evaluated in the **Scenario** tab, → see *Analyzing the capacity of a work center* on page *29*.

Several scenarios can be created for a work center, → see *Adding additional scenario* on page *31*.

2.2.1 Demand

The **Demand** tab is used by Airbus to show the official program rates per month. They are not displayed to the supplier.

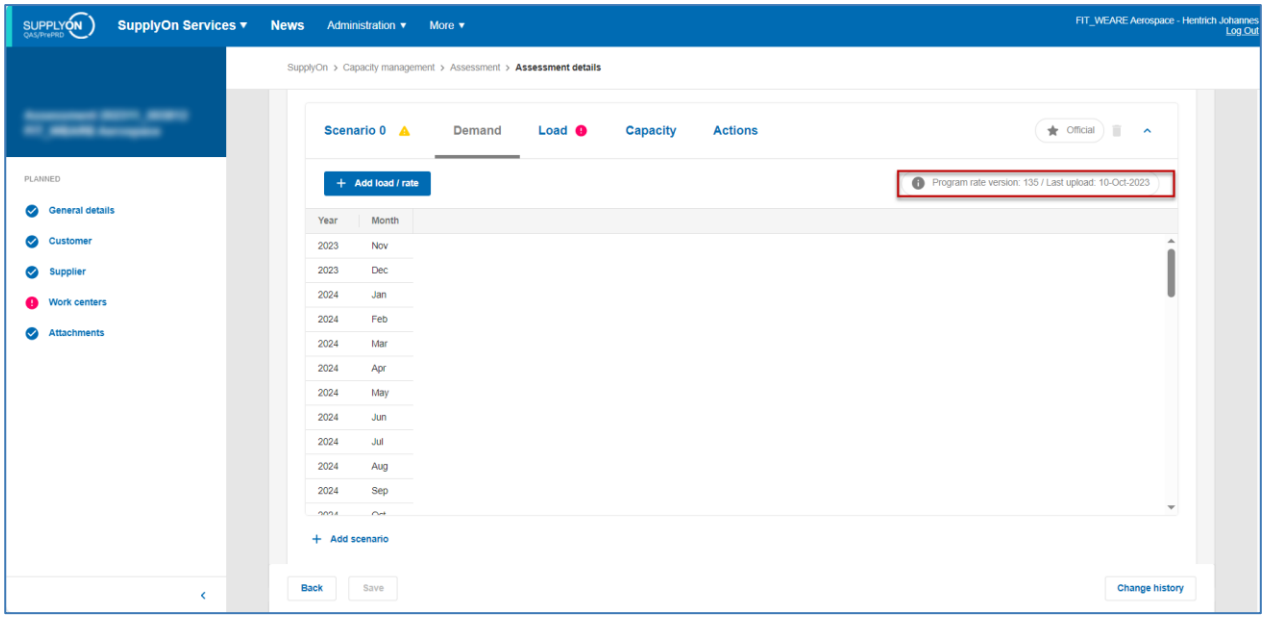

Figure: **Demand** tab.

Above the matrix, it is shown which version of the program rate is currently uploaded into the system.

2.2.1.1 Adding a load / rate

Custom demands can be added manually to the **Demand** matrix. It can be specified whether the additional demand column is a rate or a load.
If it is a load, the values are displayed directly in the graph and the lead time is automatically set to 0.
If it is a rate, it is treated the same as an official program rate. In this case, the load evolution is calculated based on the rate and the set load per month.

To add a load / rate:

1. Click **Add load / rate**.

   The **Add load / rate** dialog window is displayed.

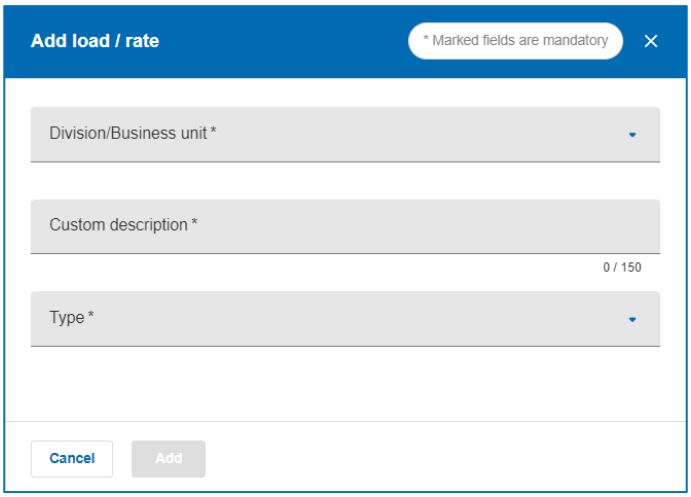

Figure: **Add load / rate** dialog window.

2. Fill in the required fields.

   The following data must be entered:

   Division/Business unit: Airbus Entity for which the load is to be captured or designation as other load.

   Custom description: Description of the added customized load/rate column.

   Type: **Load** or **Rate**.

3. Click **Add**.

   A new column for the load or rate is added to the **Demand** matrix.

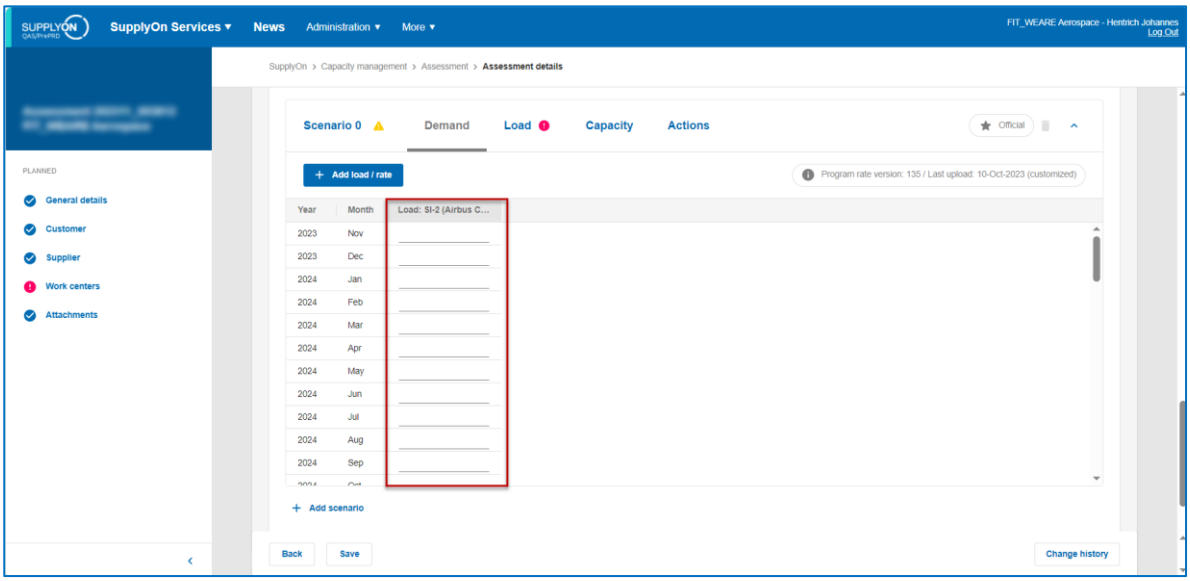

Figure: Additional column for other loads.

2.2.2 Load

The load for a particular work package is defined in hours or parts and defines how much is needed to fulfill the demand.

If a customized demand that has been classified as a load has been added on the **Demand** tab, it can be transferred directly to the load definition. Any other entry that has been classified as a rate must be calculated based on the load per unit and the demand per month.

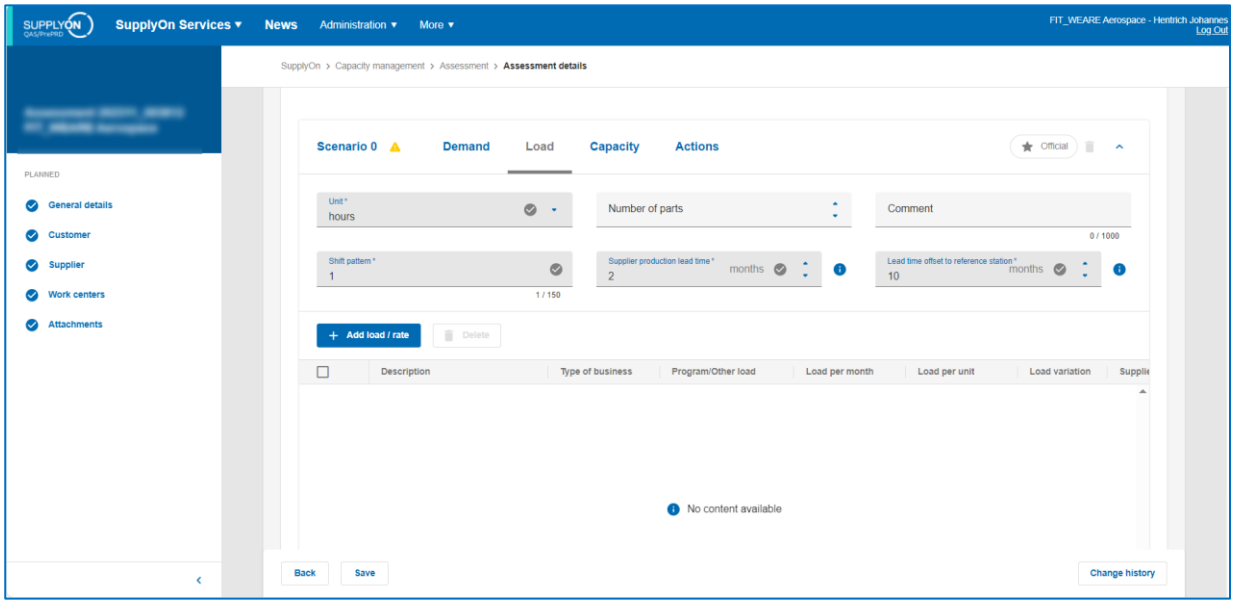

Figure: **Load** tab.

The following general data related to the load must be entered:

Unit: Unit with which the load is recorded. Default is **hours**. The selected unit is applied to all other specified load and capacity data.

Shift pattern: Standard number of operating shifts.

Supplier production lead time: Supplier's production lead time for the product in question. The time between the start of the manufacturing process and the delivery of the finished item.

Internal lead time offset to station of reference: The lead time offset is the time from the supplier's delivery of the item to the customer's reference point (for example, Station 40).

The lead time values entered in the general load section are getting prefilled in the dialog window for creating single load entries. The lead times are required to take into account the time shift between the production at the supplier's site and the internal processing at Airbus through to the station of reference. They can still be overwritten individually for each load value.

Optionally, the **Number of parts** can be entered, that is, the number of parts that a worker/machine (work center) can produce per shift (specific items, standard parts, etc.).

After that the individual loads / rates can be added. The general information already given then applies to the individual load / rate.

2.2.2.1 Adding a load / rate

Here, the current load entries can be added and changed, which are then displayed in the graph in the **Scenario** tab. A load entry always belongs to a program / other load.

For each work package, a separate entry must be created so that it can be identified which load is caused by which rate.

To add a load / rate:

1. Click **Add load / rate**.

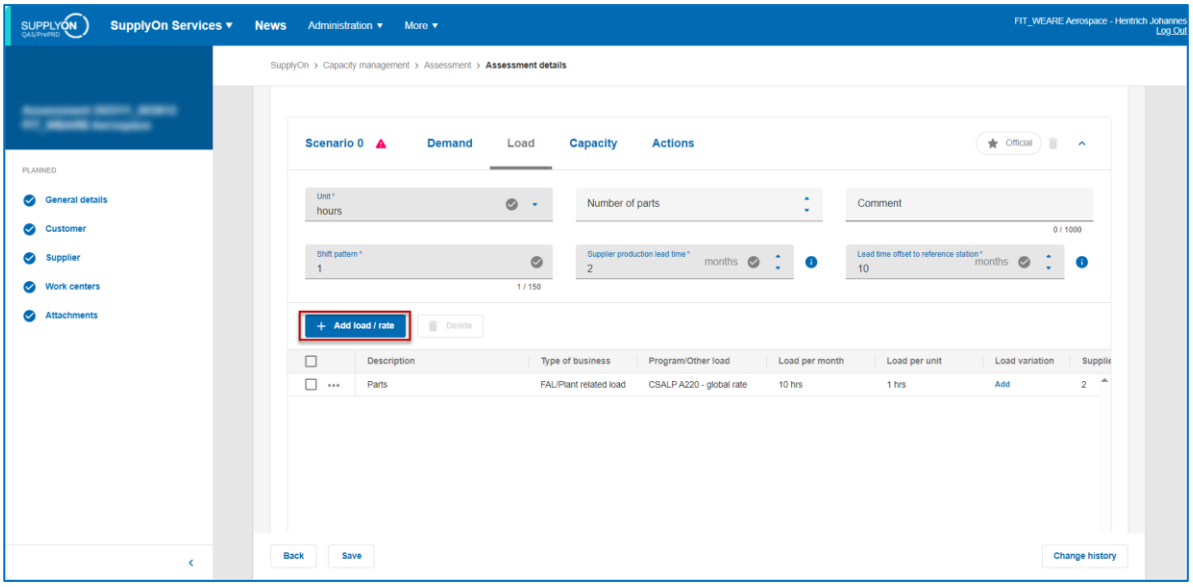

Figure: Adding a load / rate.

The **Add load / rate** dialog window is displayed.

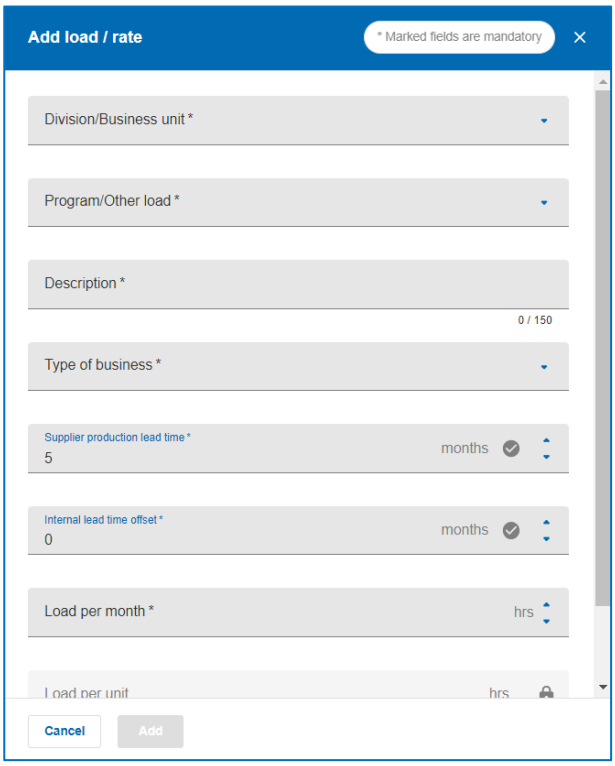

Figure: **Add load / rate** dialog window.

2. Fill in the required fields.

   The following data must be entered:

   Division/Business unit: Airbus entity (or other) for which the load is captured.

   Program/Other load: Selection of a program rate or other load available for the selected division/business unit.

   Description: Free text field to add a description.

   Type of business: Specifies whether the load is **FAL/Plant related load** or **Other Load (Spares, Other Customer, …)**. When **Other Load (…)** is selected, then not the default lead times are being pre-filled, but 0 is prefilled.

   Load per month: Current volume being produced at the work center (for example, units, hours, square meters).

   Load per unit: The value is calculated based on load per month and demand: Load per unit = load per month / number A/C for the month from the demand taking into account the total lead time (production lead time per work package + offset per work package).

3. Click **Add**.

   A new row for the load is added to the **Load** matrix.

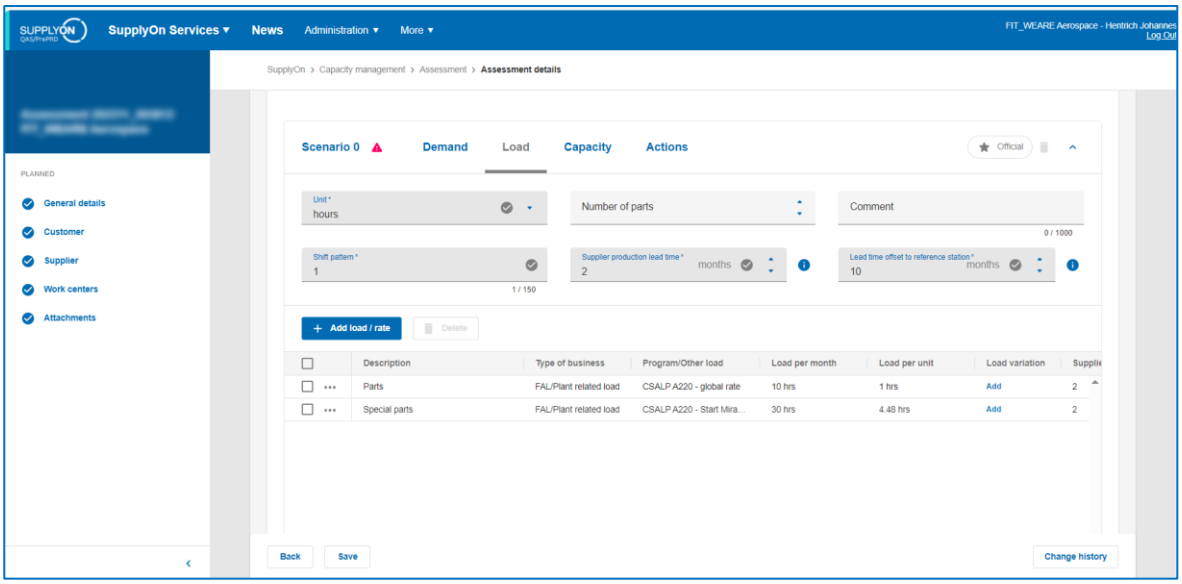

Figure: Loads of a scenario for a work center.

2.2.2.2 Adding a load variation

Usually, the development of the load cannot be represented by a flat line but is subject to certain fluctuations. Therefore, it is possible to create load variations. It is also possible to add multiple variations for the same load.

To add a load variation:

1. In the **Load variation** column, click **Add**.

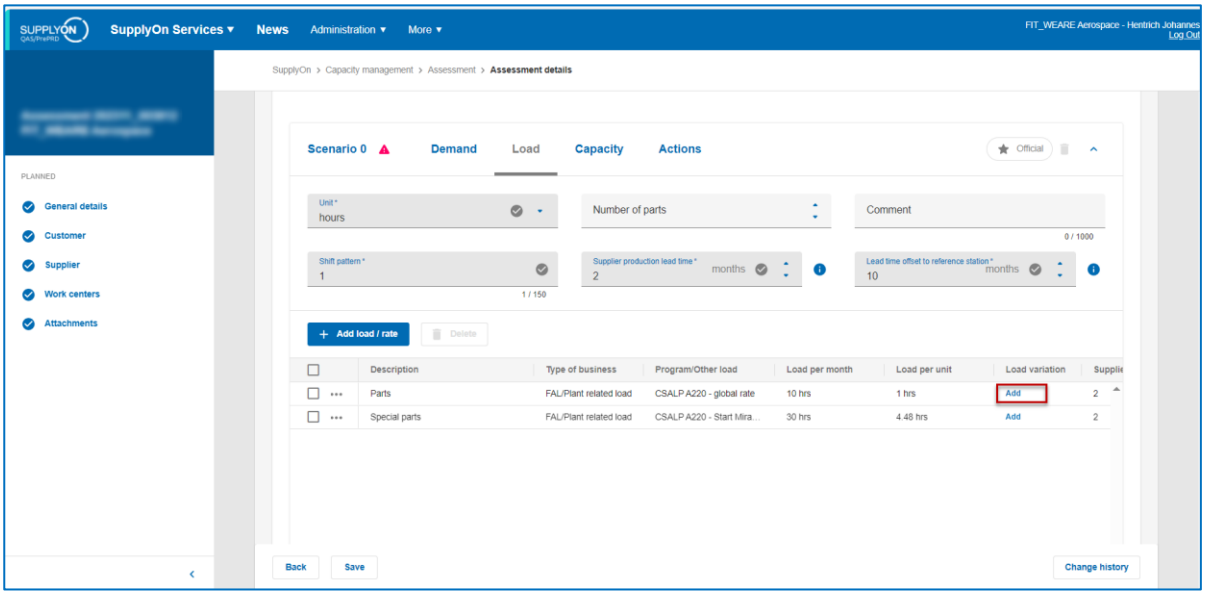

Figure: Add link to add a load variation.

The **Load variation** dialog window is displayed.

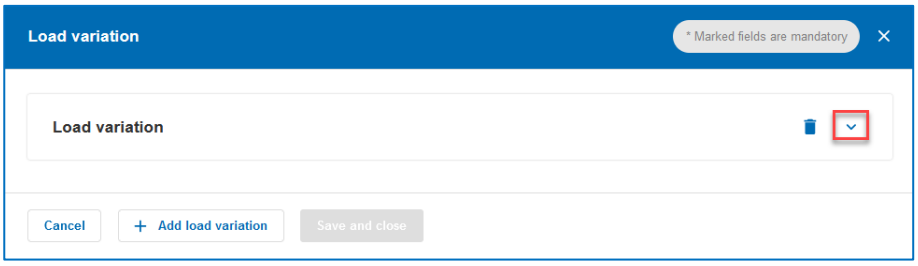

Figure: **Load variation** dialog window with arrow.

2. Click **Load variation** or click the arrow.

   The **Load variation** dialog window is displayed.

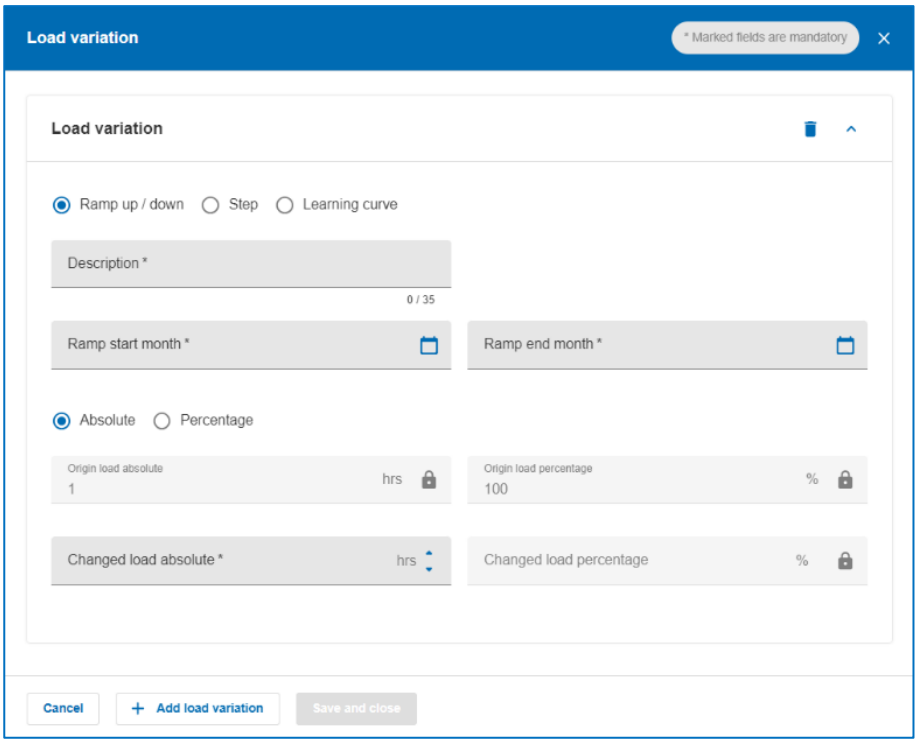

Figure: **Load variation** dialog window.

3. Select the variation type (**Ramp up/down, Step**, **Learning curve**).

   Ramp up/down: Linear increase/decrease of the load evolution within a certain time span.

   Step: Sudden increase/decrease of the load.

   Learning curve: Exponential increase/decrease of the load evolution within a certain time span.

4. Fill in the required fields.
5. Click **Save and Close**.

   The table in the **Load** tab is updated.

   You can add multiple load variations by clicking again **+Add load variation.**

   It is also possible to combine multiple load variations for one load entry.

2.2.2.3 Example: Load variation

The following example shows the creation of the three load variation types (ramp up / down, step and learning curve) and their influence on the graph of a scenario.

All three examples assume an initial load of 100 hours per month for the shown work center. Just one program is included in the graph to make the changes better visible.

Ramp up / down

A ramp up in the period of January to April 2024 is added. The load increases from 100 hours per month to 130 hours per month.

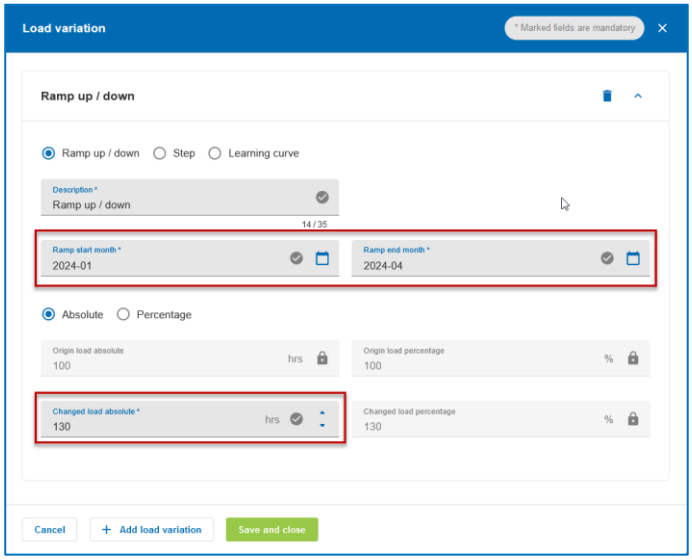

Figure: **Load variation** dialog window with ramp up example.

For the increase of the load per month the following rules apply:

- The first increase takes place in the first month after the start month.
- The changed load value is reached in the defined end month.
- The increase per month is calculated by (changed load - original load) / (number of month -1).

The graph shows the original load of 100 hours until January 2024. As of April 2024, the graph shows the new absolute value of 130 hours per month. Between February and April 2024, the load increases by 10 hours each month: 10 = (130 - 100) / (4 - 1).

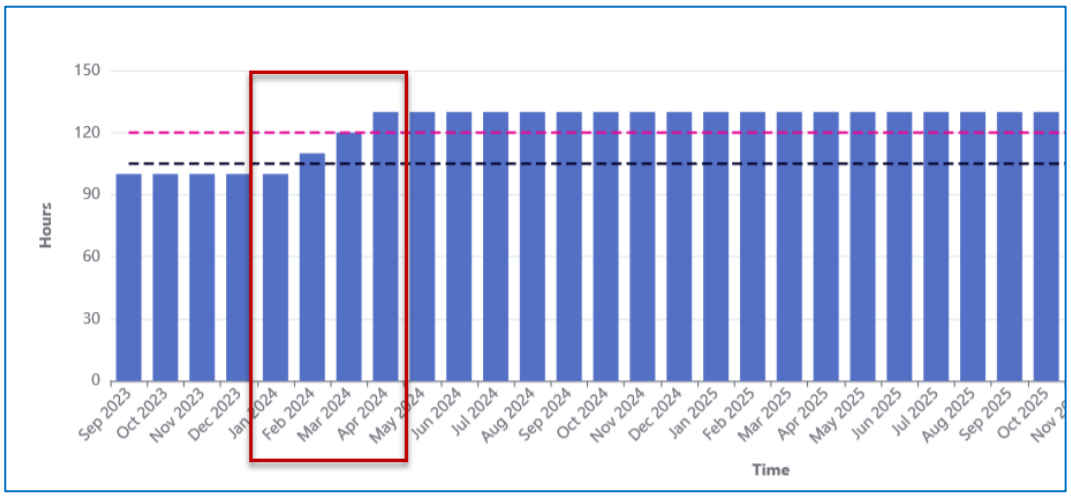

Figure: Result of the load ramp up in the graph.

Step

A load step is added in January 2024 with an increase from 100 hours per month to 120 hours per month.

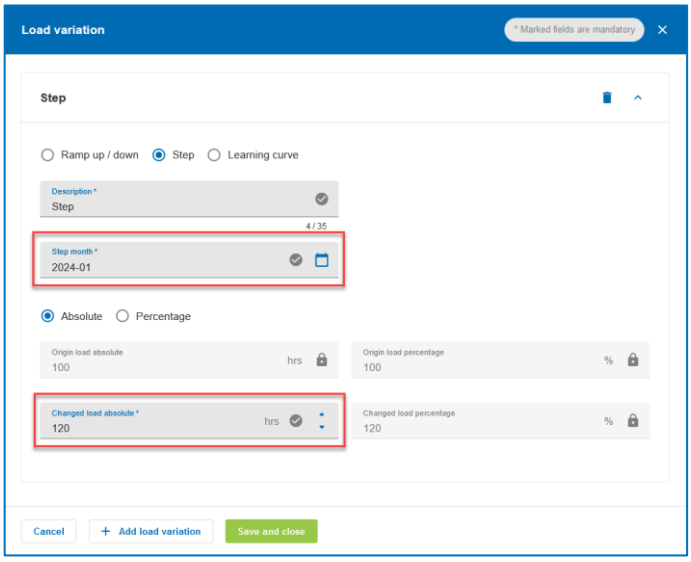

Figure: **Load variation** dialog window with step example.

The graph shows the original load of 100 hours per month until December 2023. As of January 2024, the graph shows the new absolute value of 120 hours per month.

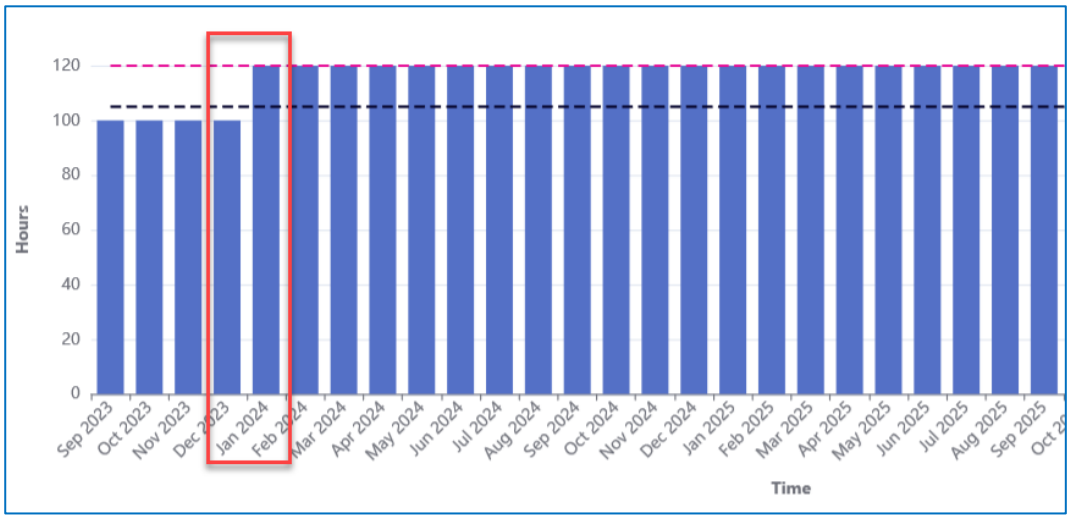

Figure: Result of the load step in the graph.

Learning curve

A learning curve is added with a percentage value of 80% and a time frame from January to June 2024.

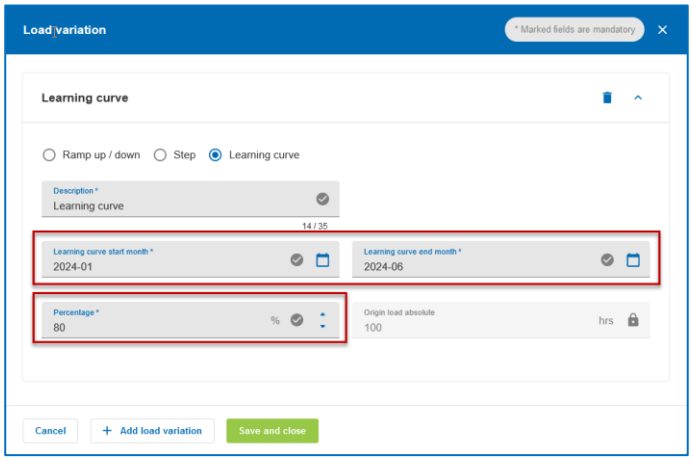

Figure: **Load variation** dialog with learning curve example.

The following formula is used to calculate the exponential curve:

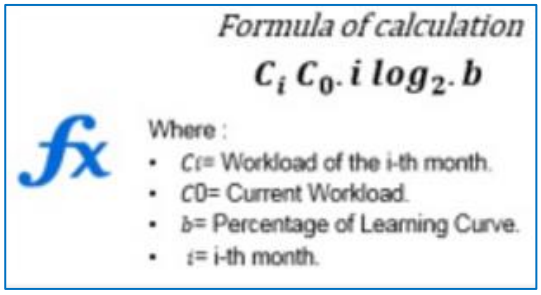

Figure: Learning curve formula.

- The first month of the defined period keeps the original load value (100 hours in this example).
- The second month of the defined period corresponds with the defined percentage value (80% in this example).
- In the remaining month of the defined period the exponential curve applies.

Figure: Result of the learning curve in the graph.

2.2.3 Capacity

The capacity defines, how much the supplier can produce on this work center per month.

Like the load, capacity is also defined in hours or parts so that it can be compared. If loads are entered in hours, it must be ensured that the capacity data is also entered in hours.

The capacity can either be entered directly as demonstrated capacity or calculated manually.

The evaluation and the analysis of the demand, load, and the capacity is done in the **Scenario** tab,
→ see *Analyzing the capacity of a work center* on page *29*.

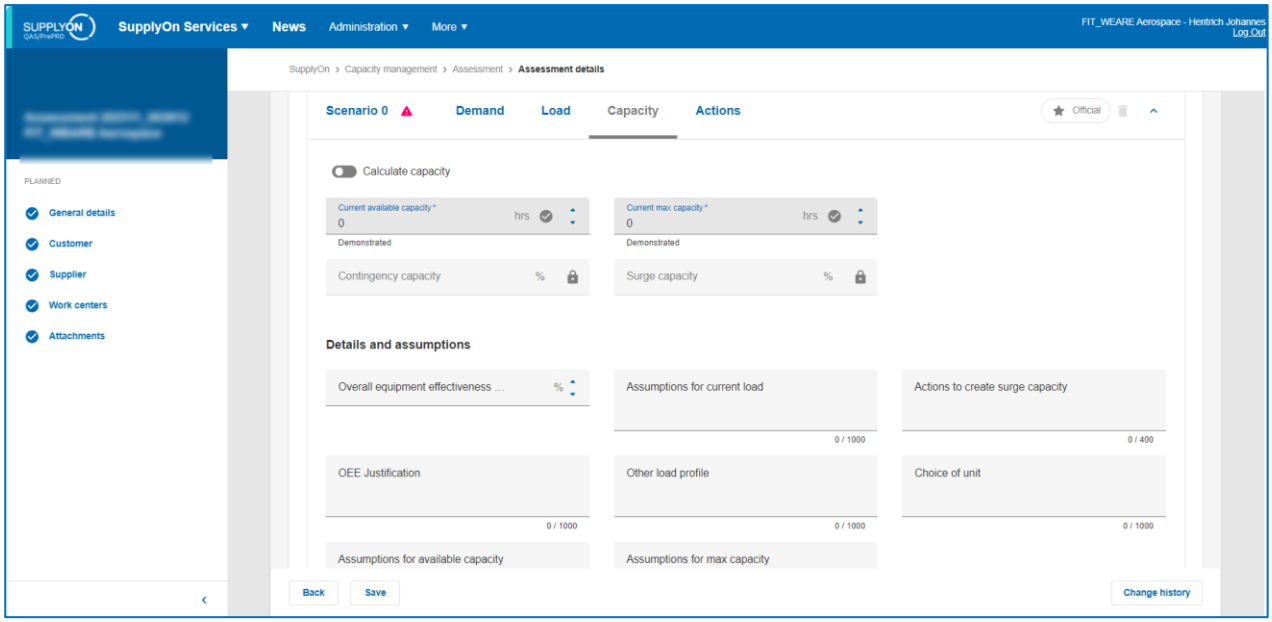

Figure: **Capacity** tab.

The following data must be entered (demonstrated capacity):

Current available capacity: Actual capacity of the work center.

Current max. capacity: Maximum capacity.

Based on the defined capacities the following KPIs are calculated (calculated capacity):

Contingency capacity: Current contingency capacity % = (current available capacity - sum of all load/month) / current available capacity.

Surge capacity: Surge capacity % = (current max capacity - current available capacity) / current available capacity.

In addition, the following details and assumptions can be added (independent of whether demonstrated or calculated capacity):

Overall equipment effectiveness (OEE): Availability (%) × Performance (%) × Quality (%).

OEE justification: Explanation of OEE details and assumptions.

Actions to create surge capacity: Actions needed to achieve the maximum capacity.

Other load profile: Comments on sources or any other comment related to other loads.

Choice of unit: Comments and / or observations user may have regarding the choice of the unit type.

This information does not influence the capacity and the scenario evaluation in CMA.

2.2.3.1 Demonstrated capacity

To directly add a demonstrated capacity:

1. In the **Capacity** tab, fill in the fields.

   The following data must be entered:

   Current available capacity: Actual capacity of the work center.

   Current max. capacity: Maximum capacity.

2. Click **Save**.

   The capacity is saved.

2.2.3.2 Calculated capacity

If no demonstrated values are available yet, the capacity can be manually calculated here.

To manually calculate the capacity:

1. Activate **Calculate capacity.**

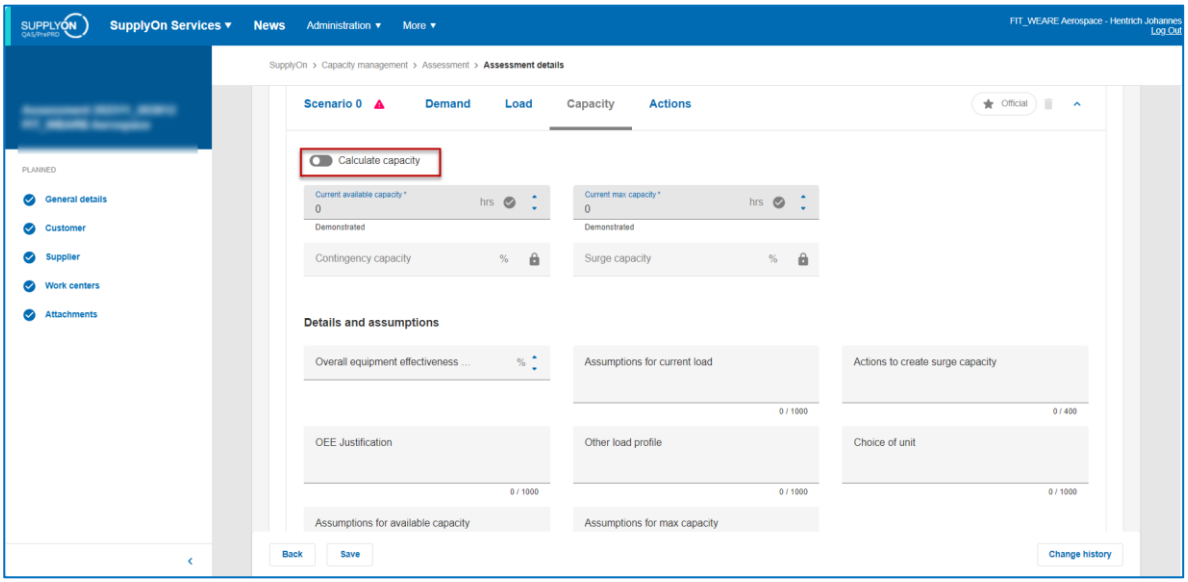

Figure: **Calculate capacity**.

The **Capacity calculation** dialog window is displayed.

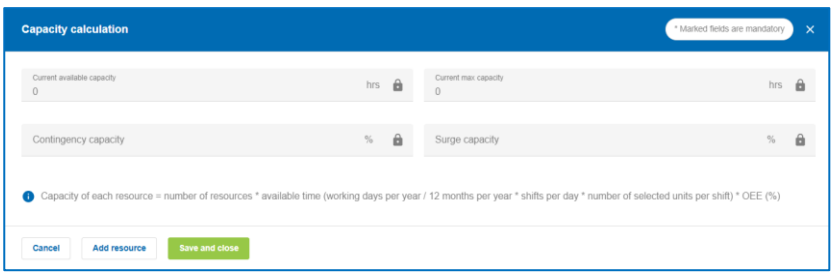

Figure: **Capacity calculation** dialog window.

2. Click **Add resource**, and then **Resource**.

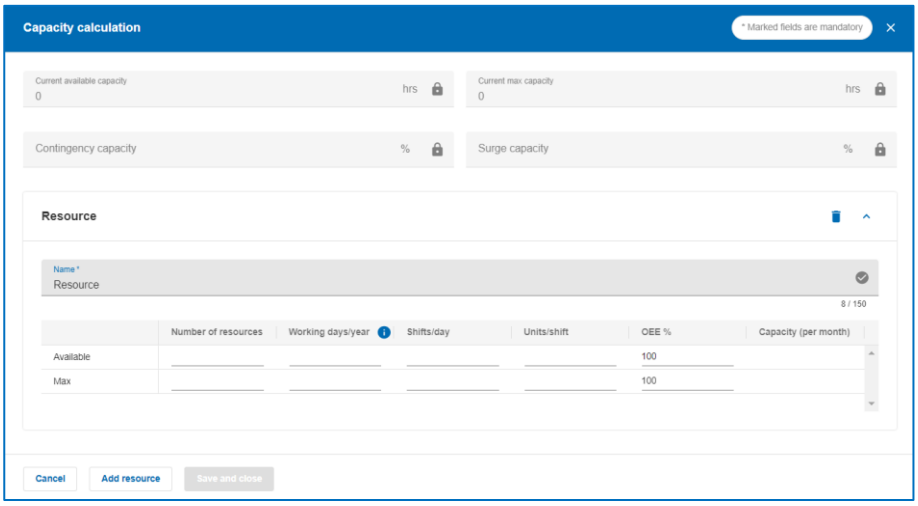

Figure: Adding resources for the capacity calculation.

Example: Adding resources

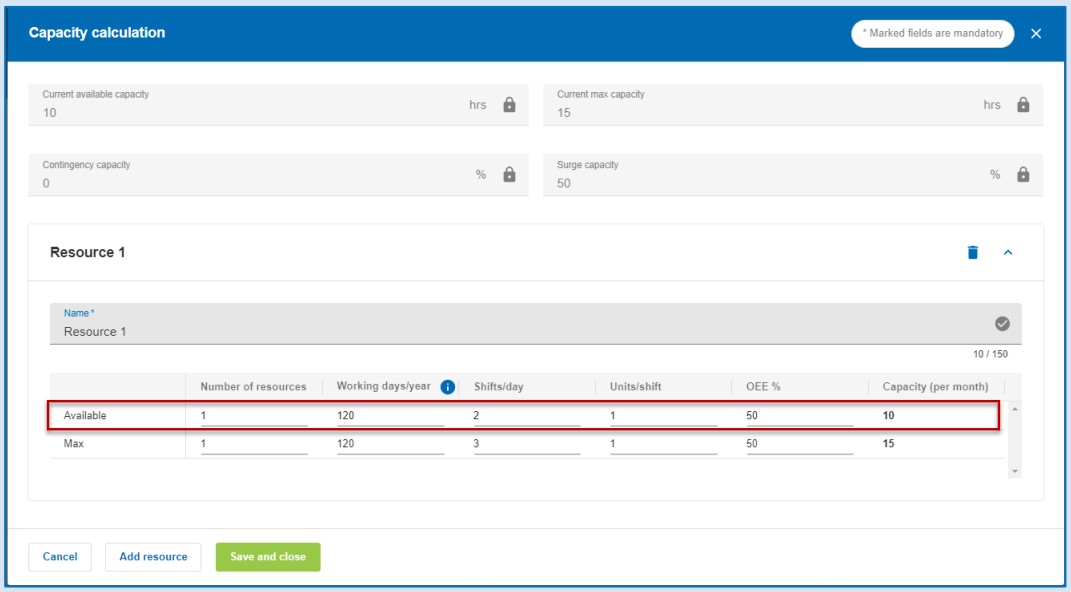

Figure: Two defined resources.

For an added resource, the available and the maximum capacity can be added.
In this example, it is calculated as follows:
1 resource × 120 working days × 2 shifts per day × 1 unit per shift = 240
(240 × Overall equipment efficiency (OEE) 0,5) / 12 months = Available capacity of 10 units per month.

3. Enter the data.
4. Click **Save and close.**

   The **Confirm overwriting capacity values** dialog window is displayed.

5. Click **Confirm**.

   The data is listed in the **Capacity** tab.

By clicking **Adjust calculation,** you can maintain existing resources or add additional resources.

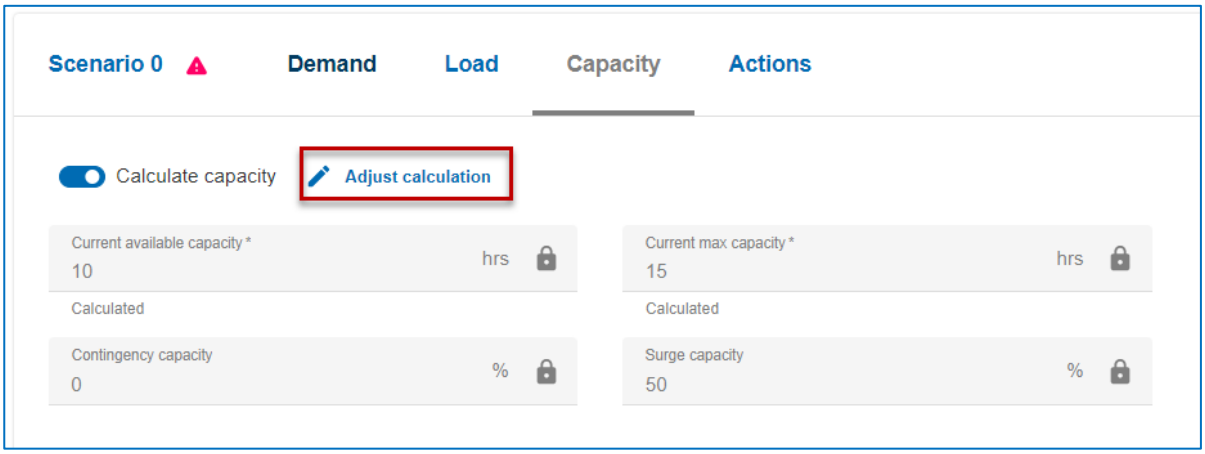

Figure: **Adjust calculation**.

The **Current available capacity**, the **Current max capacity**, the **Contingency capacity**, and the **Surge capacity** are automatically calculated based on the added resources and cannot be edited.

2.3 Analyzing the capacity of a work center

The **Scenario** tab is used to visualize the evaluation of demand, capacity, and load.

If no data has been entered yet, no graph is displayed in the **Scenario** tab. When the data for **Demand**, **Load** and **Capacity** are entered, a graph is created and displayed.

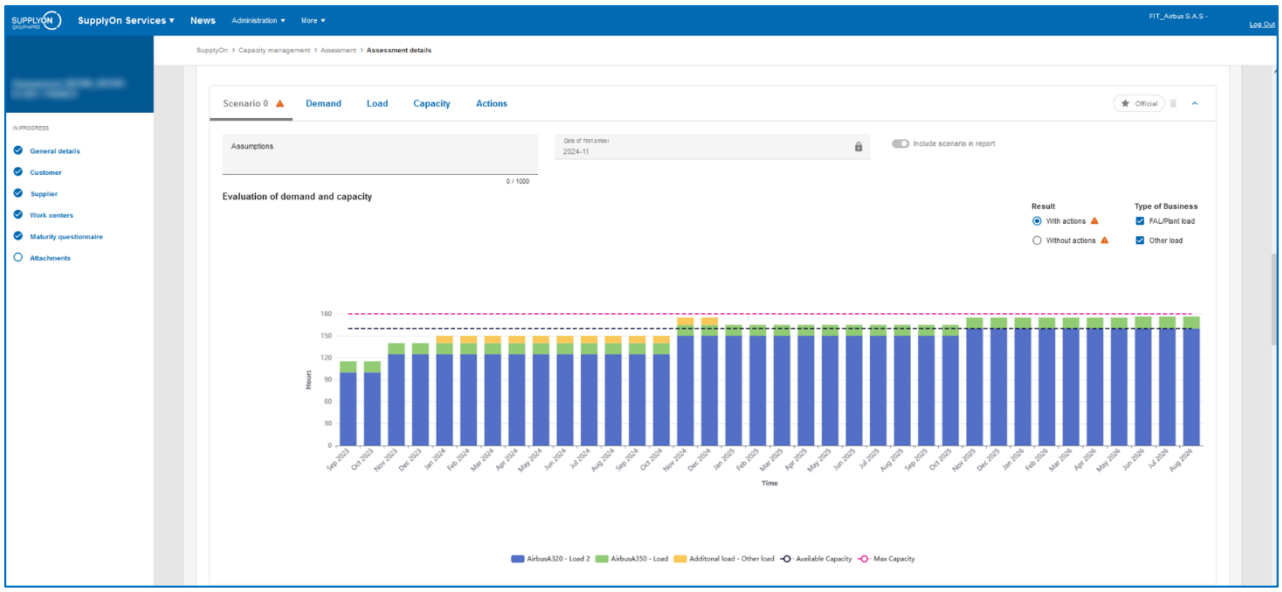

Figure: A graph displayed for the evaluation of the demands and the capacities.

The loads are represented and divided by different bars.

The capacity is represented by two horizontal lines, the available capacity (black dotted line) and the maximum capacity (pink dotted line).

Depending on the balance between demand, load and capacity, the scenario is classified according to the following categories:

Green: When the total load is < 95% of the current available capacity.

Yellow: When the total load is >= 95% of the current available capacity but does not exceed it.

Amber: When the current available capacity is exceeded, but the maximum capacity is not.

Red: When the maximum capacity line is exceeded.

In the case of an overall amber scenario evaluation, the **Date of first amber** field indicates the first month in which the load exceeds the current available capacity.

The display of the graph can be adjusted in the following ways:

- With or without influence of defined actions.
- All types of defined load or only other load or FAL/Plant related load.
- Hide specific loads in the graph by clicking it in the legend.
- Hide available or maximum capacity by clicking it in the legend.

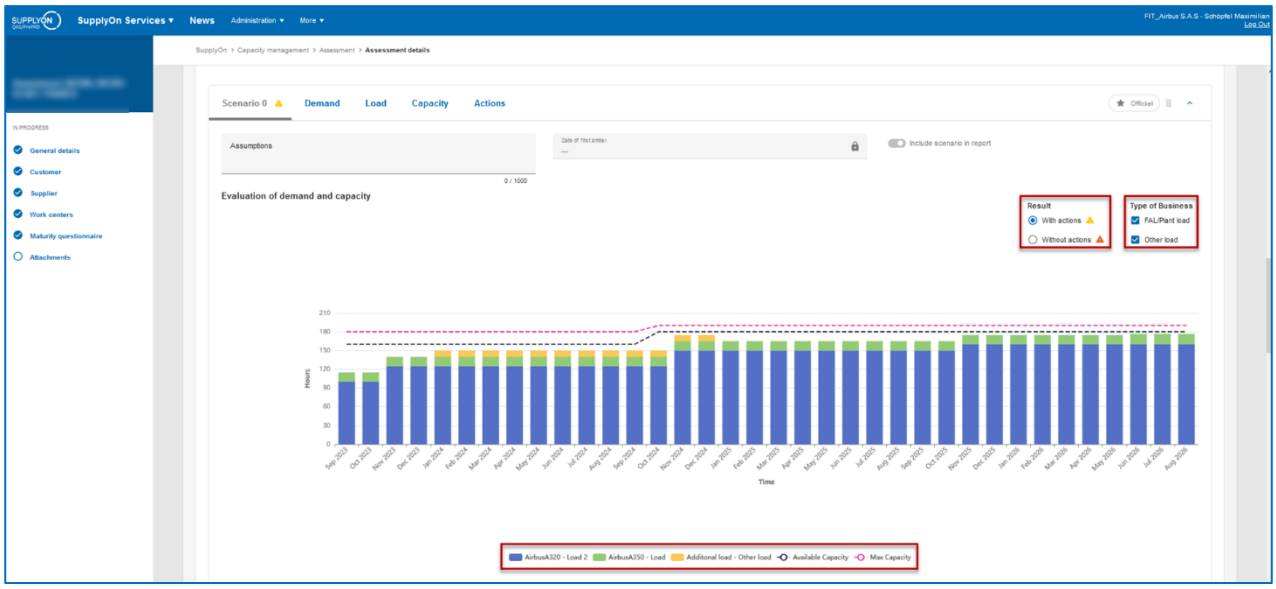

Figure: The evaluation of the demands and the capacities with actions.

Depending on the evaluation, actions can be initiated and started to increase or improve the overall capacity of the work center, → see *Actions* on page *32*.

It is possible to create or edit different scenarios per work center, to simulate results depending on the data introduced. One scenario is always selected as **Official** by Airbus.

2.4 Adding additional scenarios for a work center

Per default, always a scenario 0 is created for every work center. Additional scenarios can be created for a work center. This allows a "what-if" analysis to be performed with the supplier and different options to be evaluated.

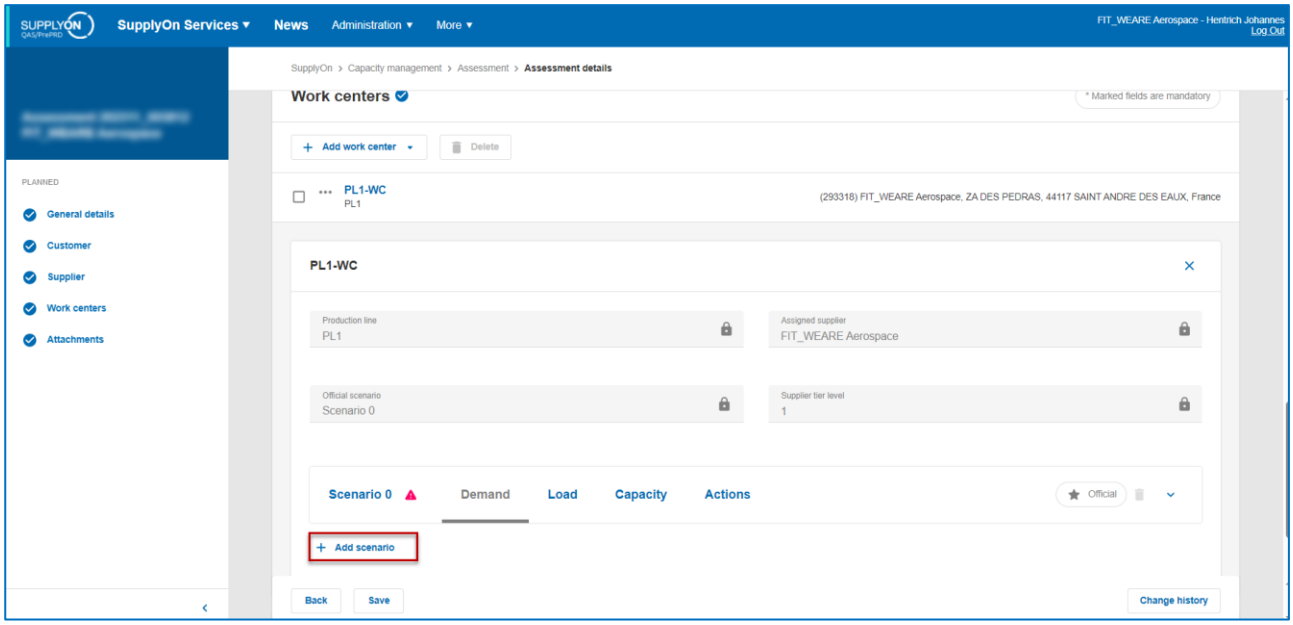

Figure: Several scenarios and adding a scenario.

To add a scenario:

1. In the **Work centers** section, click **Add scenario**.

   A new scenario (with continuous numbering) is added to the work center. The data of the official scenario is taken over, but not the actions.

For all scenarios that are not defined as the official scenario, Airbus can define if it should be included in the report.

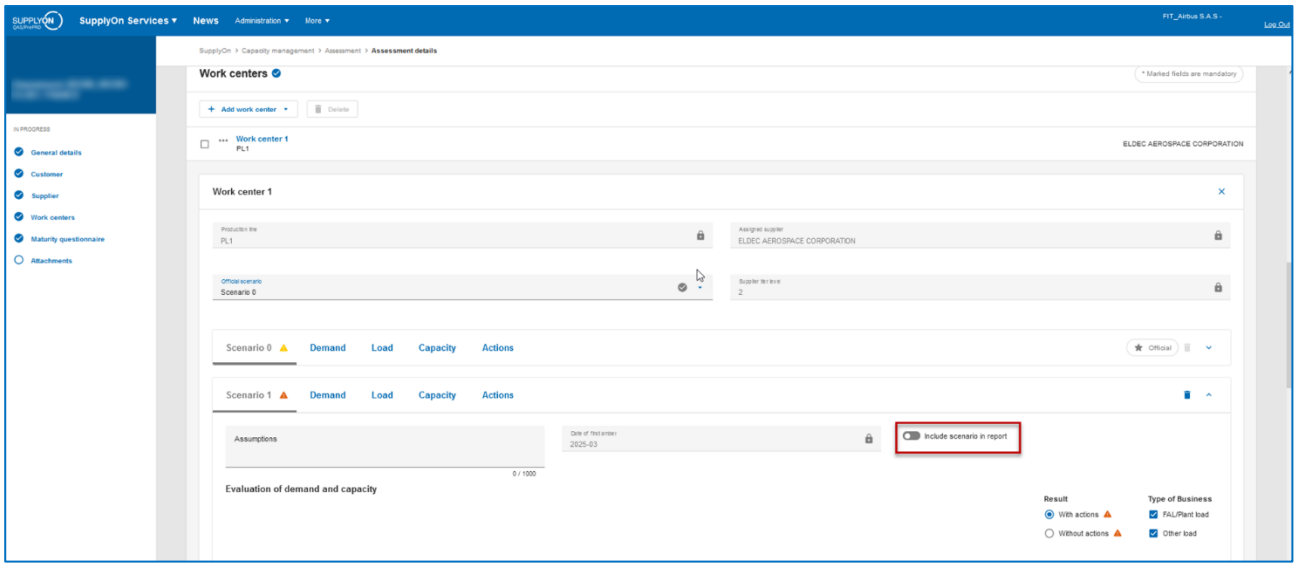

Figure: Including a scenario in the report.

After the creation of the additional scenario, the demand, load, and capacity can be adapted as well as actions dedicated for this scenario can be defined. The changes for the new scenario do not have an influence on the already existing scenarios.

2.5 Actions

As of the assessment status **In progress** actions can be defined within a scenario to improve the capacity at the supplier.

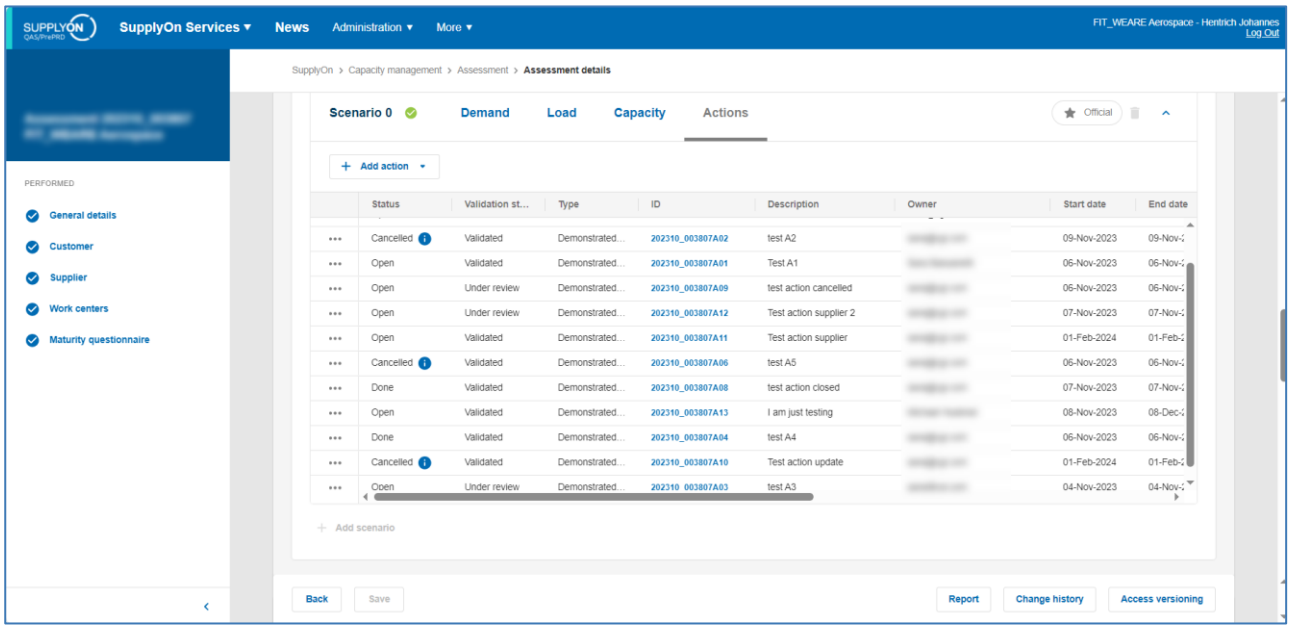

Figure: **Actions** tab.

Depending on the type of capacity defined in the scenario, either demonstrated or calculated capacity actions can be defined.

2.5.1 Action statuses and validation statuses

Actions can be created by Airbus or suppliers. Each action has an action status and additionally a validation status. If a supplier has changed an action status or modified an action, these changes must be reviewed and validated by Airbus. This is done via the validation status.

There are the following action statuses:

Open: An action has been created (by supplier or Airbus) or an action **Canceled** by the supplier has been set to **Open** again by Airbus.

Done: Once the action has been performed and completed, Airbus can set the action to **Done**.

Canceled: An action can be set to **Canceled** if Airbus confirms this.

There are the following validation statuses:

Validated: The current action status/change is accepted, that is validated.

Pending customer validation: Airbus needs to confirm the action status/change initiated by the supplier. An action in validation status **Pending customer validation** cannot be edited by Airbus.

Under review: The current action status/change is reviewed.

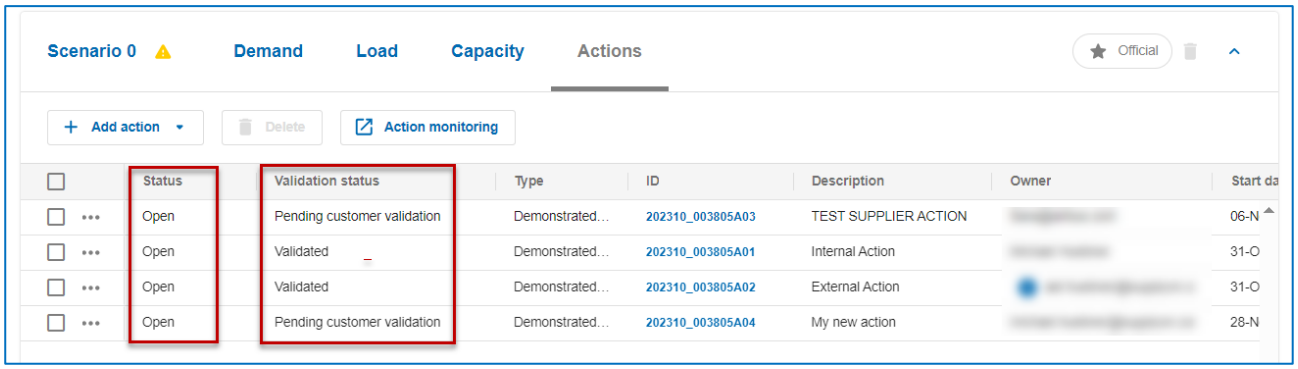

Figure: Actions and their **Status** and **Validation status**.

An action is done

The following figure shows how the action status, and the validation status are related when an action, created by Airbus, is done.

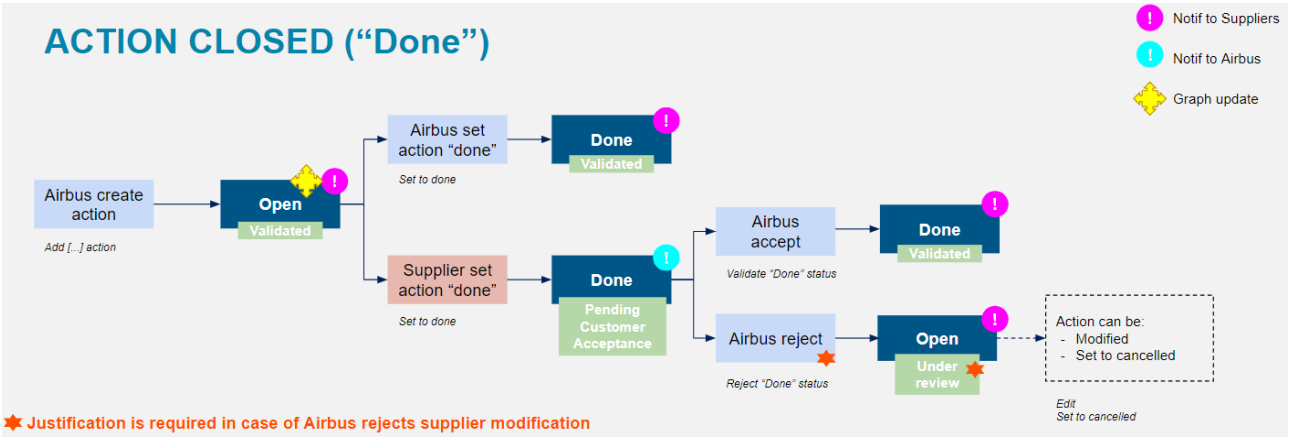

Figure: Action statuses and validation statuses for a created action.

If Airbus creates an action, the validation status is automatically **Validated**.
If the supplier sets an action to **Done**, the action receives the validation status **Pending customer validation**.
After Airbus has reviewed the action, Airbus can finally close the action (the validation status then changes to **Validated**) or set the action status back to **Open** if Airbus has rejected the status change (the validation status then changes to **Under review**).

An action is canceled

The following figure shows how the action status, and the validation status are related when an action is canceled.

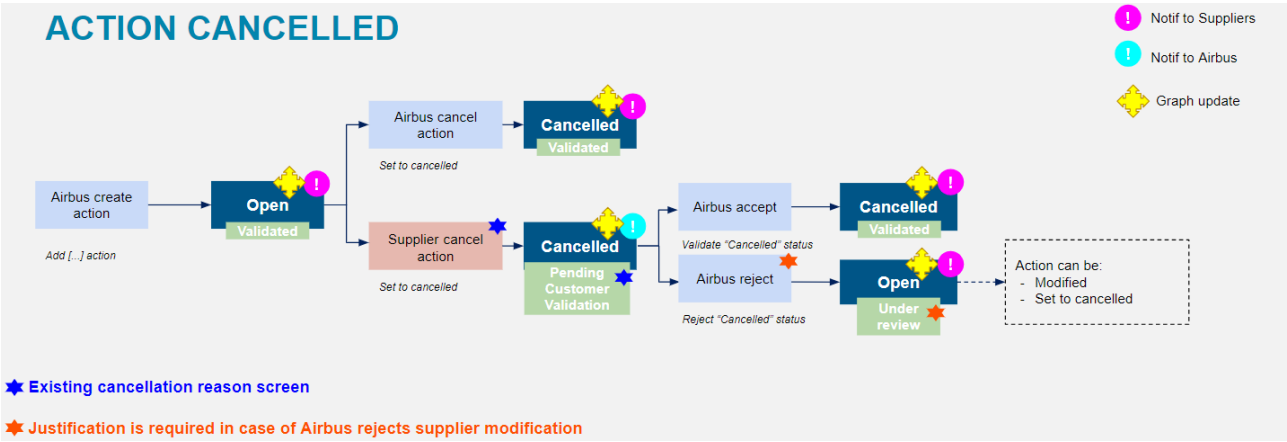

Figure: Action statuses and validation statuses for a canceled action.

If the supplier sets an action to **Canceled**, the action receives the validation status **Pending customer validation**.

After Airbus has reviewed the action, Airbus can finally cancel the action (the validation status then changes to **Validated**) or set the action back to **Open** if Airbus has rejected the status change (the validation status then changes to **Under review**).

An action is modified

The following figure shows how the action status, and the validation status are related when an action is modified.

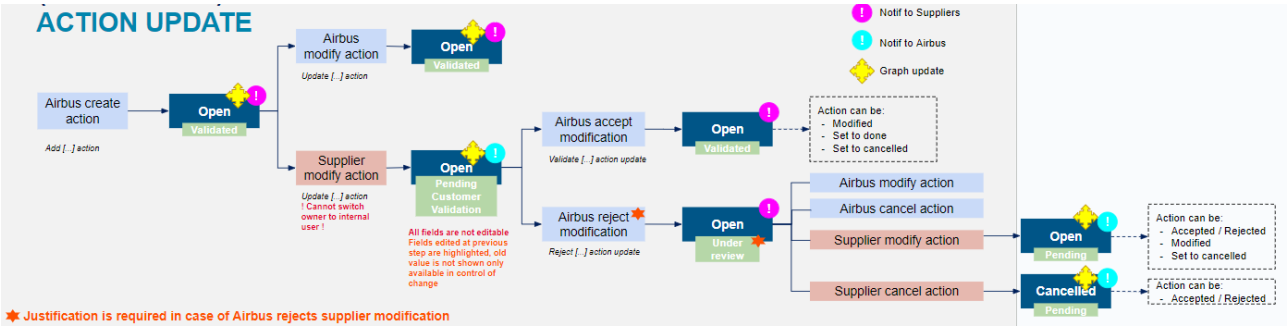

Figure: Action statuses and validation statuses for a modified action.

If the supplier changes an action, the action receives the validation status **Pending customer validation**. The changes made by the supplier are indicated by a symbol.

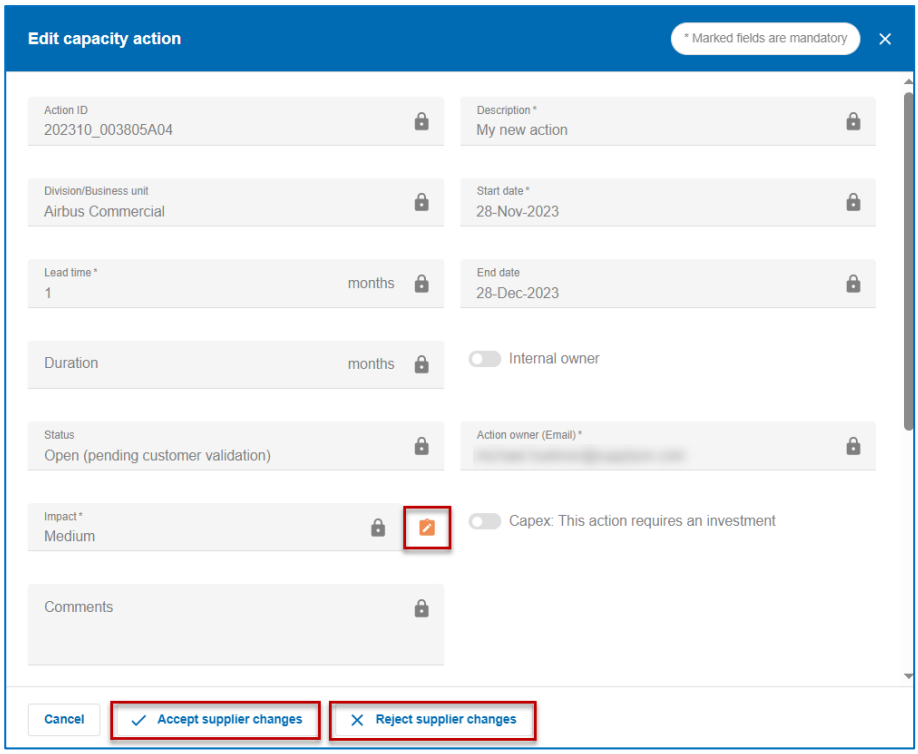

Figure: Marked field in which changes were made by the supplier.

After Airbus has reviewed the action, Airbus can **Accept supplier changes** (the validation status then changes to **Validated**) or **Reject supplier changes** (the validation status then changes to **Under review**).

If the supplier changes are rejected, this must be justified in the **Rejection justification** field in the **Reject supplier changes** dialog window.

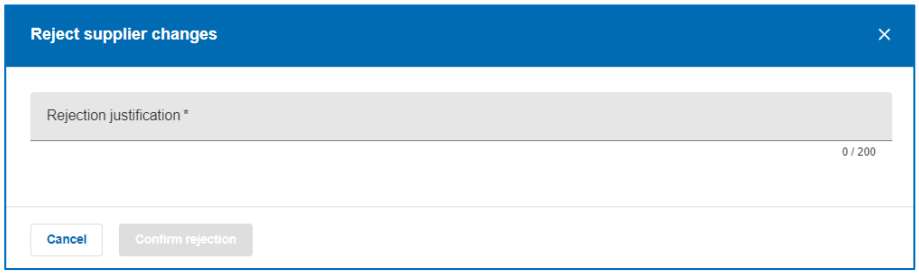

Figure: **Reject supplier changes** dialog window.

The **Rejection date** column, the rejection date, and the rejection reason (as info) are displayed.

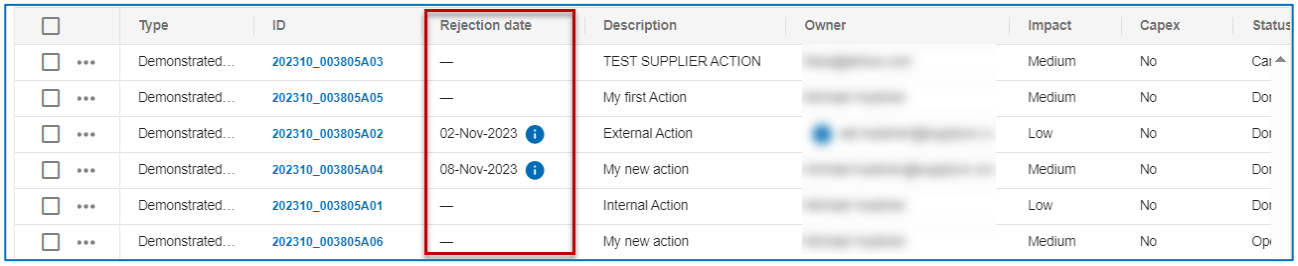

Figure: **Rejection date** column.

Supplier creates an action

The following figure shows how the action status, and the validation status are related when a supplier creates an action.

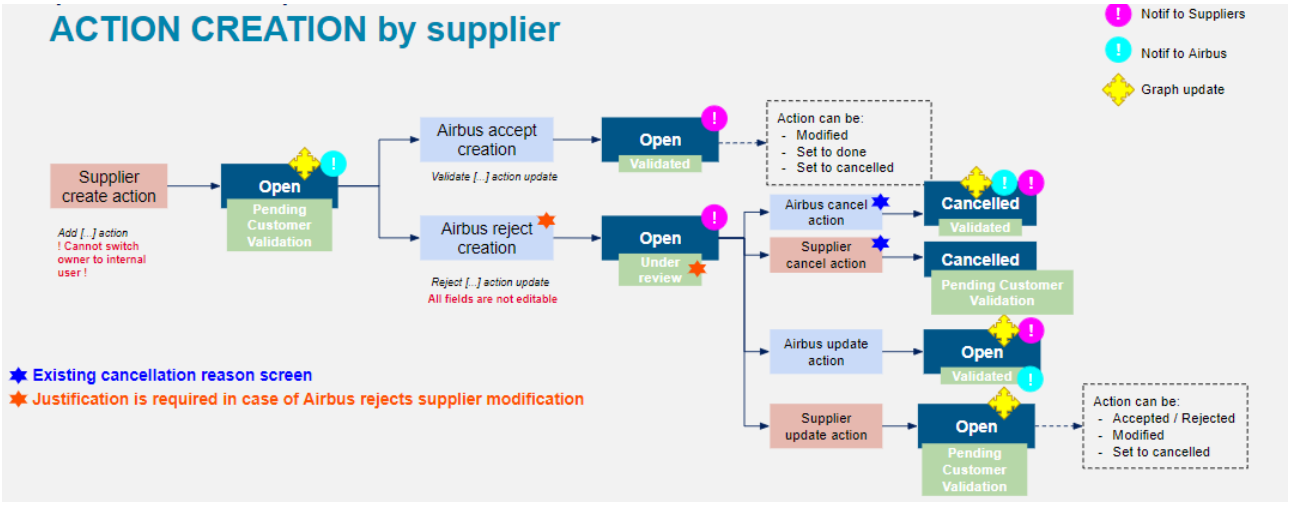

Figure: Supplier creates an action.

If the supplier creates an action, the action receives the validation status **Pending customer validation**.

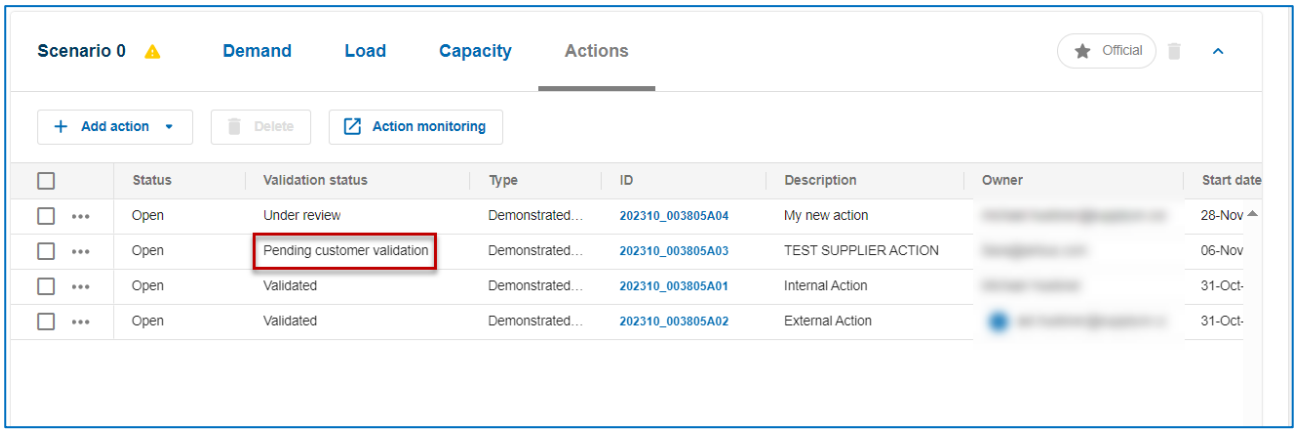

Figure: An action in validation status **Pending customer validation**.

An action in validation status **Pending customer validation** cannot be edited .After Airbus has reviewed the action, Airbus can **Accept supplier changes** (the validation status then changes to **Validated**) or **Reject supplier changes** (the validation status then changes to **Under review**).

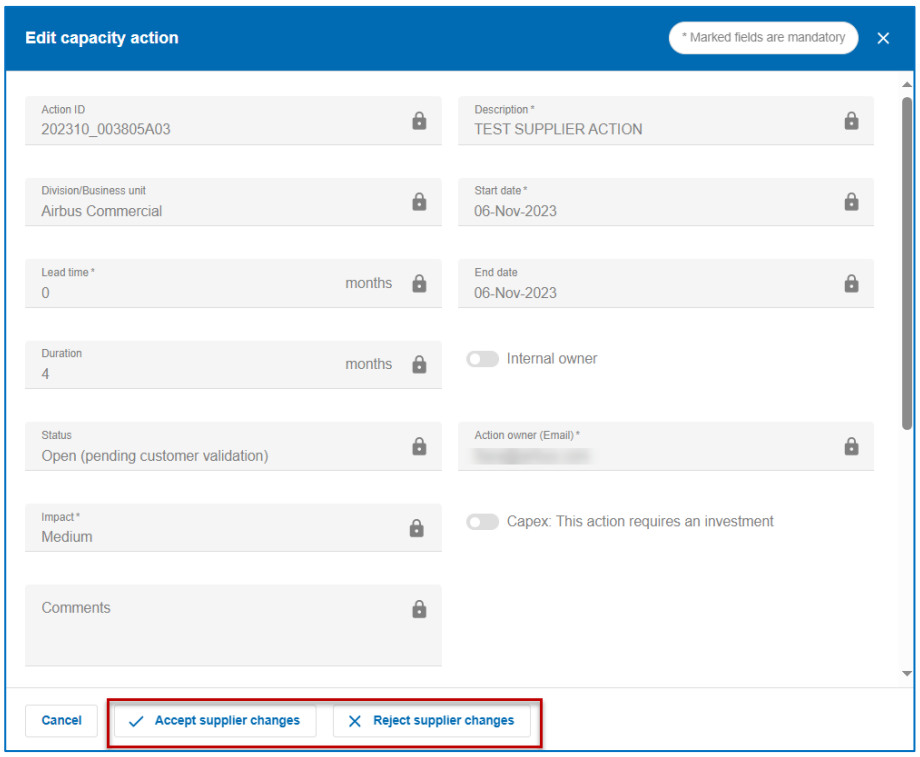

Figure: **Accept supplier changes** or **Reject supplier changes** for an action.

If the supplier changes are rejected, this must be justified in the **Rejection justification** field in the **Reject supplier changes** dialog window.

The **Rejection date** column, the rejection date, and the rejection reason (as info) are displayed.

2.5.2 Adding a demonstrated capacity action

Prerequisites:

✓ In the **Capacity** tab, **Calculate capacity** is inactive.

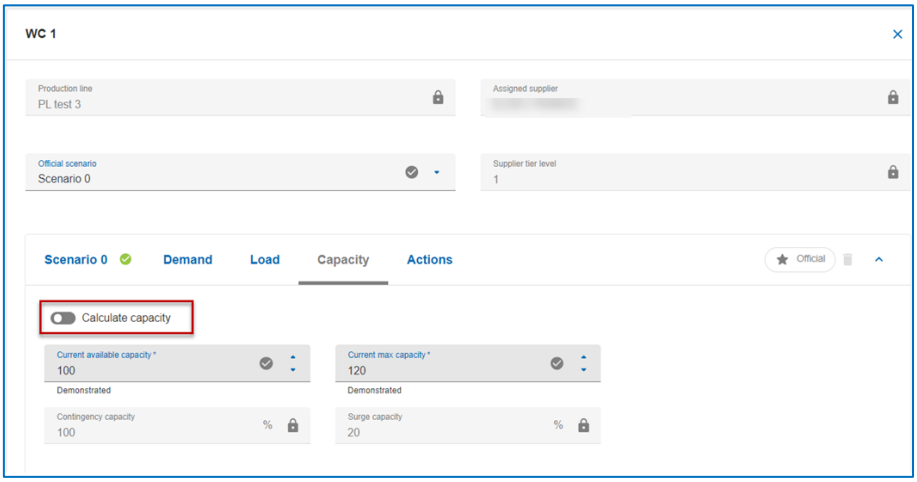

Figure: Inactive **Calculate capacity**.

An action is defined by which the available capacity and the maximum capacity can be modified.

1. In the **Actions** tab, click **Add action**.

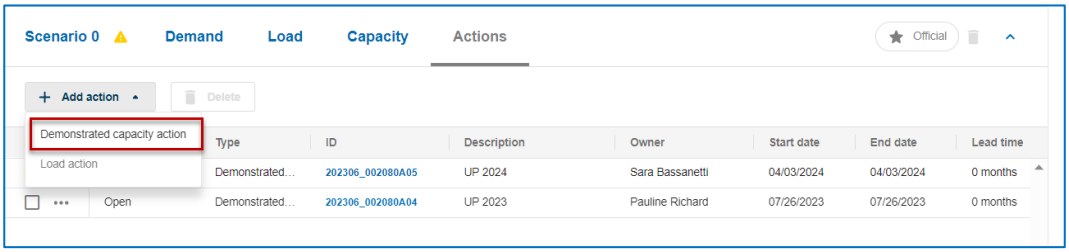

Figure: Adding a **Demonstrated capacity action**.

2. Click **Demonstrated capacity action**.

   The **Add capacity action** dialog window is displayed.

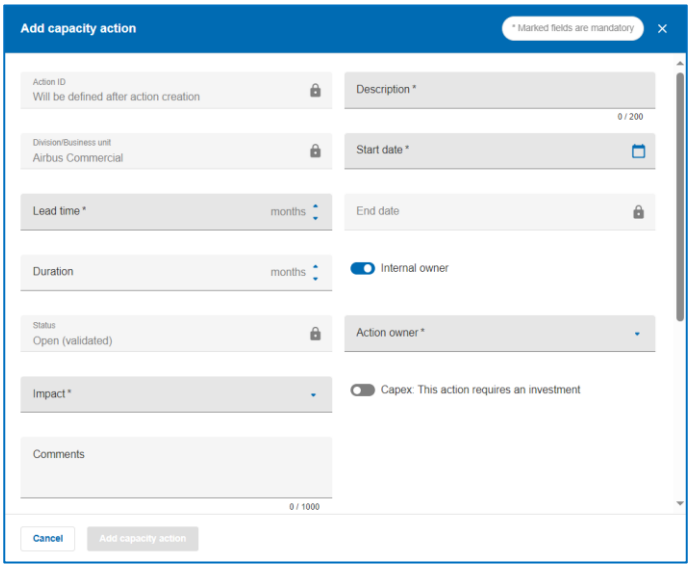

Figure: **Add capacity action** dialog window.

The following data must be entered:

Description: A short description of the action.

Start date: Date on which the action is to start.

Internal owner: Responsible of the action to be implemented/closed. If the owner is internal, the user is from Airbus.

Duration: Number of months for which the action has an impact on the capacity of the work center. When the **Duration** is not defined, the action is supposed to be permanent.

Action owner: Responsible of the action to be implemented/closed. You can select an existing Airbus stakeholder or add the e-mail address of the supplier.

Lead time: Required time to allocate resources to increase the capacity.
Calculated end date of the measure = start date of the measure + lead time.

Capex: Whether the action requires an investment.

Impact: Impact if the planned actions is not implemented. Possible values are **Low**, **Medium**, and **High**.

3. Fill in all necessary fields.
4. Scroll down to **Capacity increase / decrease**.

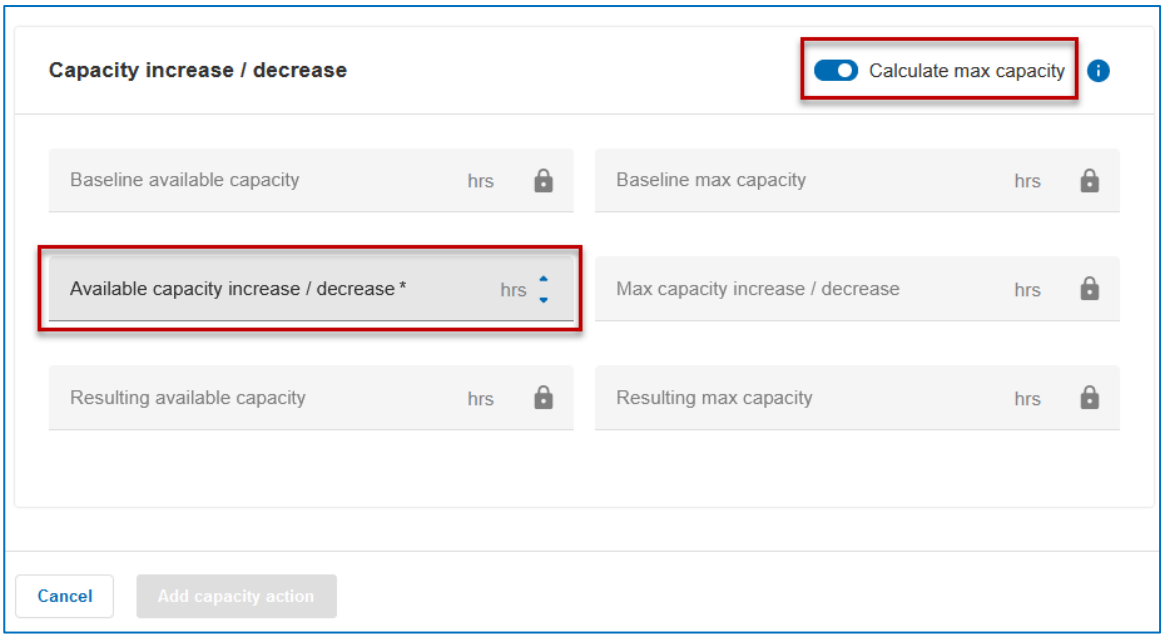

Figure: **Capacity increase/decrease**.

5. Fill in the **Available capacity increase / decrease** (available capacity). The **Max capacity increase / decrease** is calculated proportionally based on the available capacity evolution.

   – or –

5. Deselect **Calculate max capacity** to be able to manually define the maximum capacity increase. Fill in the **Available capacity increase / decrease** (available capacity) and the **Max capacity increase / decrease** (maximum capacity)**.**
6. Click **Add capacity action**.

   The added action is displayed in the table. The action is in status **Open (Validated)**.

Example

Initially a work center has an available capacity of 10 hours and a maximum capacity of 12 hours per month. A demonstrated capacity action with the following parameters is defined:

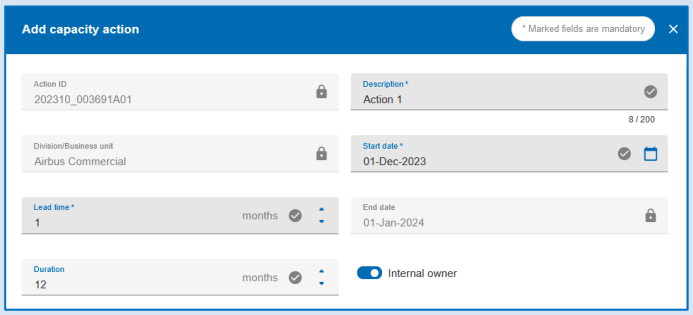

Figure: Demonstrated capacity action example.

The action has a lead time of one month starting on December 1st, 2023. It takes effect from January 2024 for a period of twelve month.
If the **Duration** field remains empty, the demonstrated capacity action is permanent.

A capacity increase of 5 hours per month for the available capacity is added.

If the **Calculate max capacity** is selected, the increase of the maximum capacity is calculated proportionally to the available capacity with 6 hours per month.
(Entered increase 5 hours / 10 hours baseline capacity) × 12 hours baseline max. capacity = 6 hours.

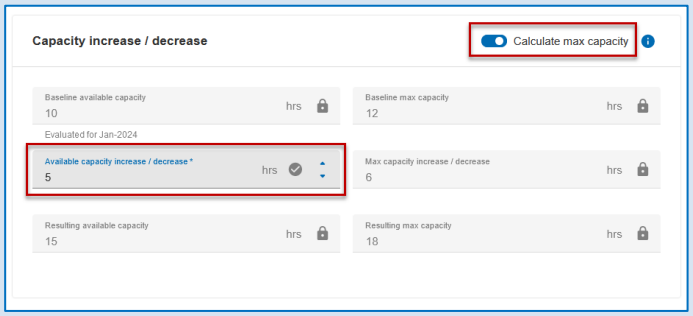

Figure: Added available and maximum capacity.

Therefore, the available and maximum capacity increases by two hours per month from January to December 2024 (new available capacity 15 hours, new maximum capacity 18 hours). From January 2025, the capacity jumps back to the initial value.

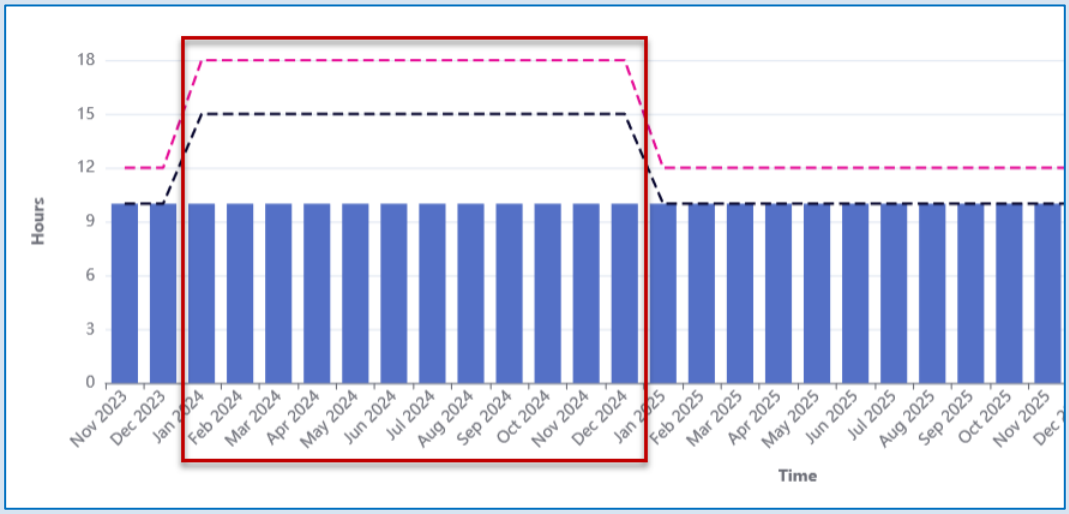

Figure: Demonstrated capacity example.

2.5.3 Adding a calculated capacity action

Prerequisites:

✓ In the **Capacity** tab, **Calculate capacity** is active.

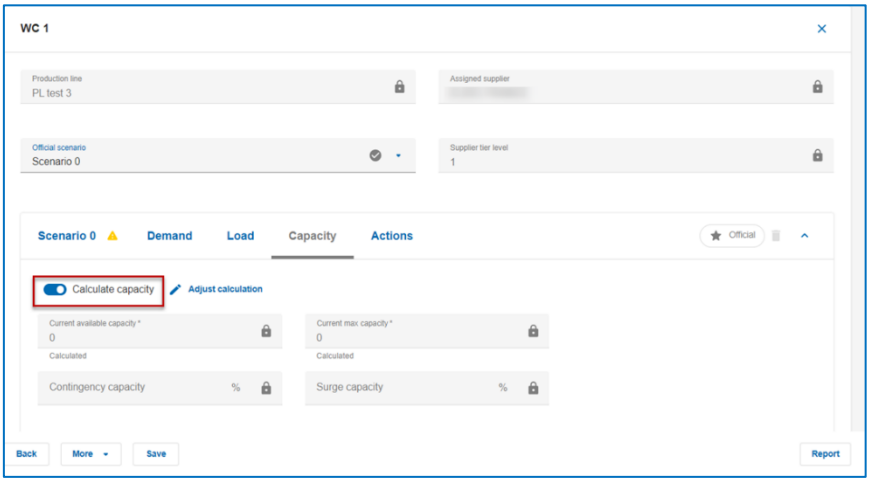

Figure: Active **Calculate capacity**.

An action is defined by which the available capacity and the maximum capacity can be modified.

1. In the **Actions** tab, click **Add action**.

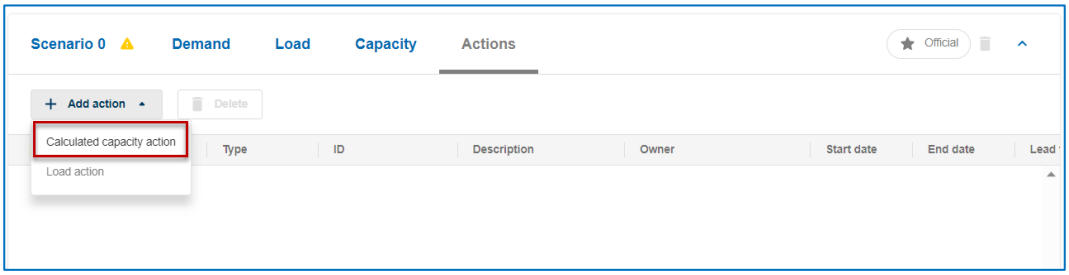

Figure: Adding a **Calculated capacity action**.

2. Click **Calculated capacity action**.

   The **Add capacity action** dialog window is displayed.

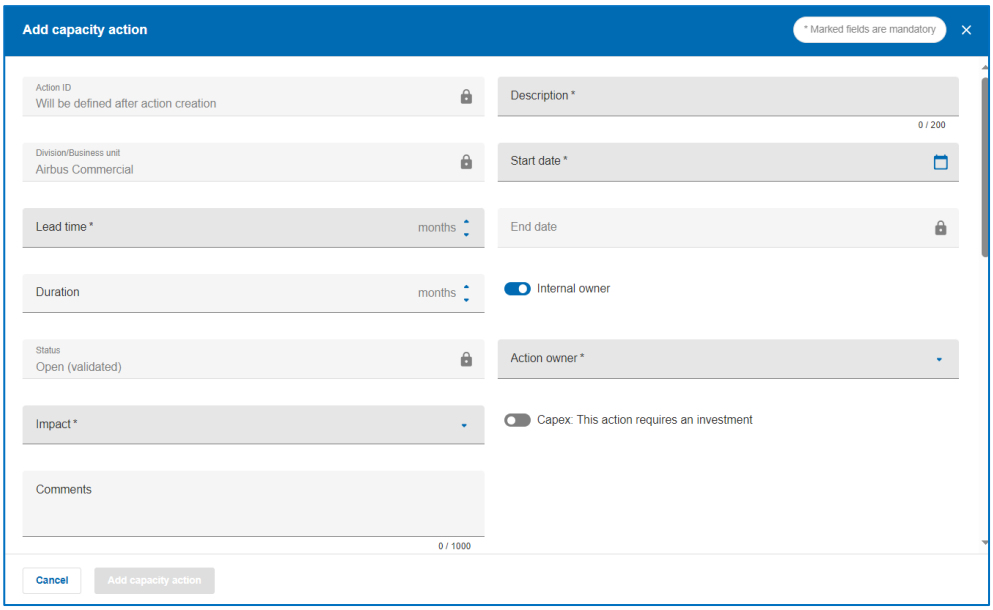

Figure: **Add capacity action** dialog window.

The following data must be entered:

Description: A short description of the action.

Start date: Date on which the action is to start.

Internal owner: Responsible of the action to be implemented/closed. If the owner is internal, the user is from Airbus.

Duration: Number of months for which the action has an impact on the capacity of the work center. When the **Duration** is not defined, the action is supposed to be permanent.

Action owner: Responsible of the action to be implemented/closed. You can select an existing Airbus stakeholder or add the e-mail address of the supplier.

Lead time: Required time to allocate resources to increase the capacity.
Calculated end date of the measure = start date of the measure + lead time.

Capex: Whether the action requires an investment.

Impact: Impact if the planned actions is not implemented. Possible values are **Low**, **Medium**, and **High**.

3. Scroll down to enter the **Capacity details**.

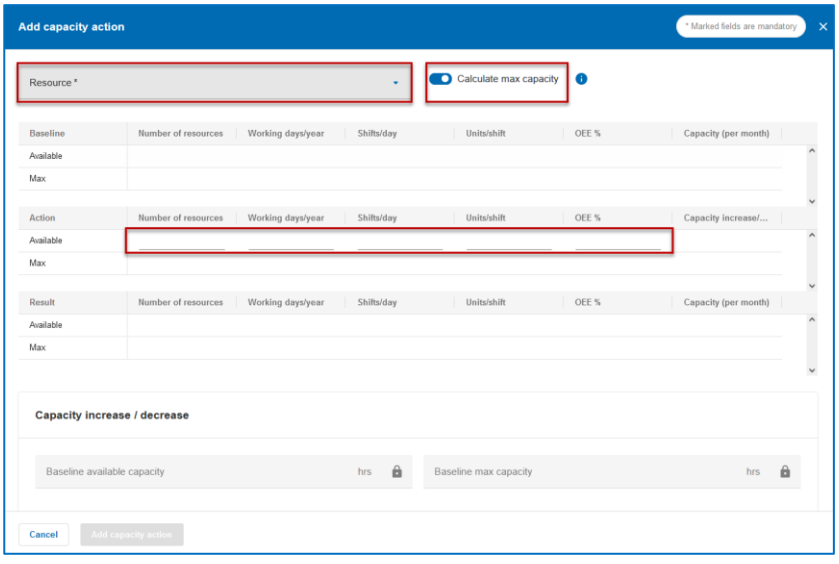

Figure: **Capacity details**.

The **Resource** was specified when entering the calculated capacities, → see *Calculated capacity* on page *26*.

4. Select a **Resource** (see example below).
5. Fill in all parameters that change in the **Action** section for the **Available capacity**.

   The change of the parameters for the **Max capacity** is calculated proportionally based on the entered values for the available capacity.

   – or –

5. Deselect **Calculate max capacity** to be able to manually define the parameters that change for the maximum capacity.
   Fill in all parameters that change in the **Action** section for the **Available capacity** and the **Max capacity**.
6. Click **Add capacity action**.

   The added action is in status **Open (Validated)**.

   The data of the selected resource is displayed.

Example

The capacity was calculated for the work center. Two resources have been defined. To increase the capacity, a calculated capacity action is defined for Resource 2.

The **Baseline** section shows the capacity of the resource without the influence of the defined action. The resource has an available capacity of 10 units and a maximum capacity of 15 units.
This is calculated as follows:
1 resource × 120 days × 2 shifts per day × 1 unit per shift = 240
(240 × Overall equipment efficiency (OEE) 0,5) / 12 months = Available capacity of 10 units per month.

In the **Action** section, modifications can be made to the baseline parameters. In this example, the OEE is increased by 25 %. The calculation of the value for the maximum capacity is deselected and therefore also manually entered.

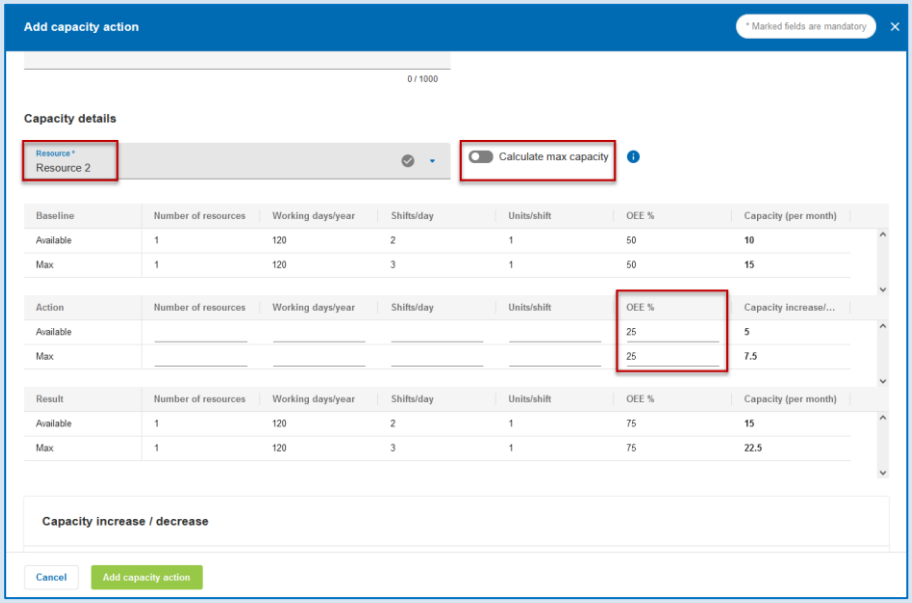

Figure: Calculated capacity action example.

This results in a new OEE of 75% and thus an available capacity of 15 units.
(240 × OEE 0.75) / 12 months = Available capacity of 15 units per month.
(The action was defined with a duration of 12 months from January to December 2024).

Therefore, from January to December 2024, the available capacity increases by 5 hours per month from 10 to 15 hours. (The maximum capacity increases from 15 to 22.5 hours).

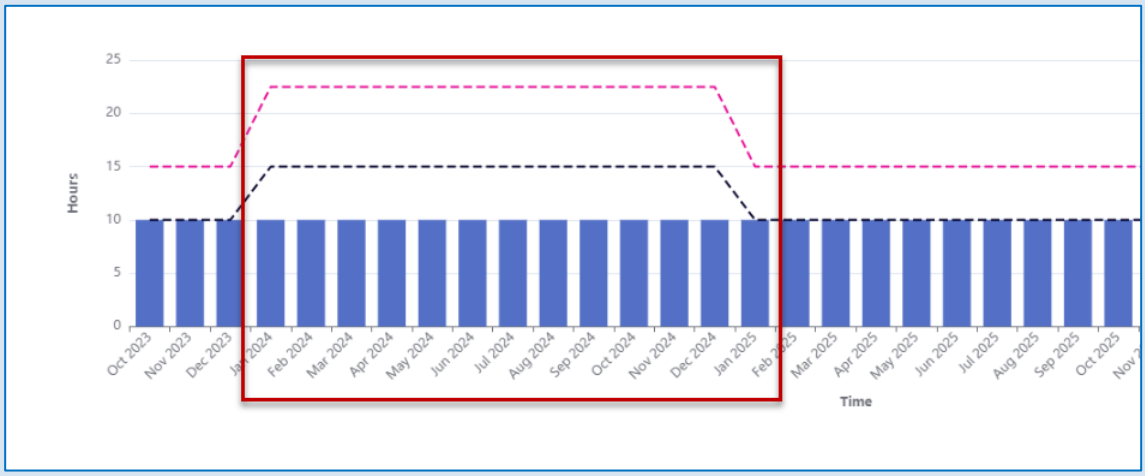

Figure: Influence of the implemented calculated capacity action on the graph.

2.5.4 Modifying actions

To modify actions:

1. Click •••
2. Select a modification.

   You can edit existing actions or set actions to **Done**.

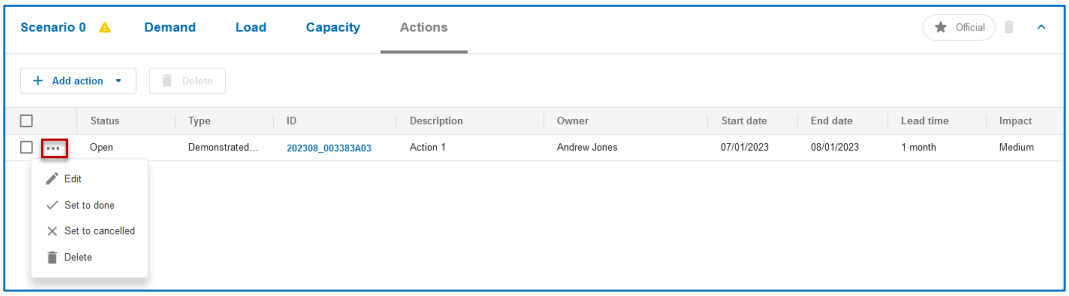

Figure: Modification of added actions**.**

If the assessment is in status **In progress**, you can make any modification to actions in status **Open**, including editing of all fields.

Once the assessment is in status **Performed,** you can still add, or set actions to **Done.** Editing actions in status **Open** is limited to the following fields: **Start date**, **Duration**, **Impact, Capex**, **Comment**, **Lead time**, and **Owner.**
For **Lead time** and **Owner,** the values are displayed within an info icon.

Note

If the assessment is in status **Performed**, the signed report is uploaded and the debrief between LQA and supplier is confirmed, an automatic closure of the assessment is triggered, once the last action defined for a finding in the **Maturity questionnaire** or in the official scenario of a work center is set to **Done**.

A dialog window is displayed informing that the assessment will be closed automatically.

3 Adding attachments

As of **Planned** status, the **Attachments** section is displayed within the details of an assessment.

Documents that are relevant for the assessment can be uploaded here.
A supplier **Maturity questionnaire** and the signed report of the assessment are automatically displayed once they are added.

Note

Uploading documents to the CMA application and downloading documents from the CMA can only be done from or to your local files or files connected to your PC.
If you want to upload documents from cloud storage solutions (for example, SharePoint or Google Drive), you must first download them to your local PC.
If you want to download documents from CMA, you must first save them locally and then transfer them to a cloud storage solution, if required.

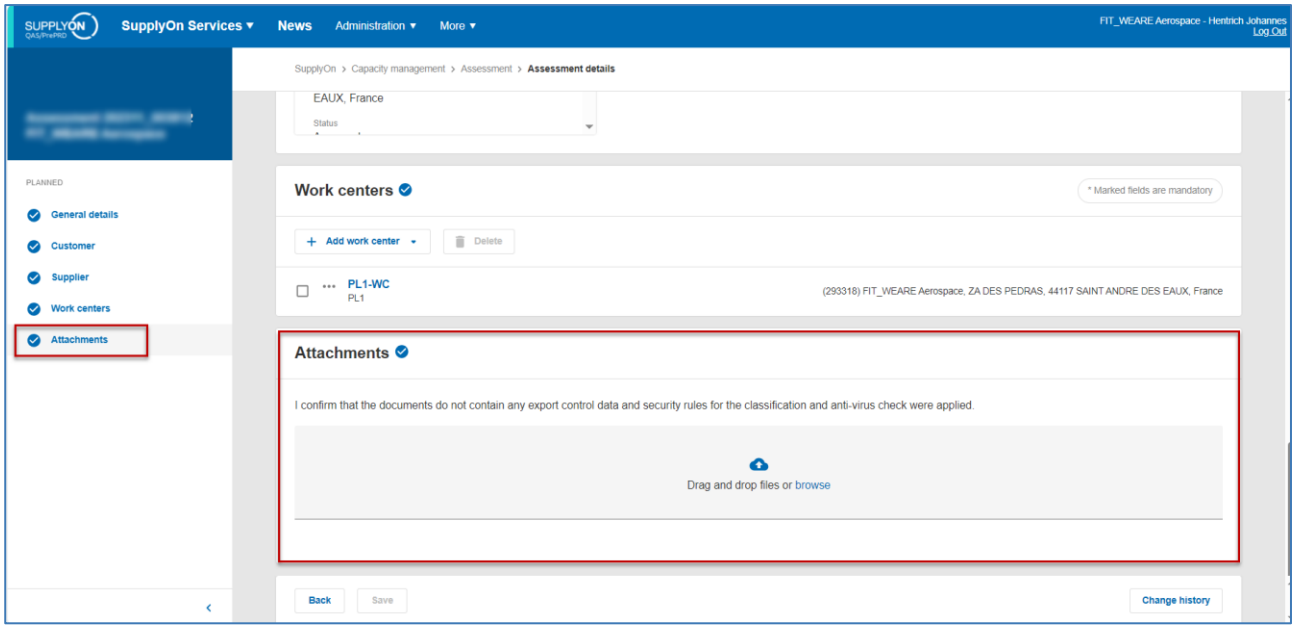

Figure: **Attachments** section.

A maximum of 25 attachments can be added per assessment. The maximum size per document is 100 MB.
All attachments can be deleted and downloaded again.

4 Supplier maturity questionnaire

When the assessment is in status **In progress**, the **Maturity questionnaire** section is displayed.

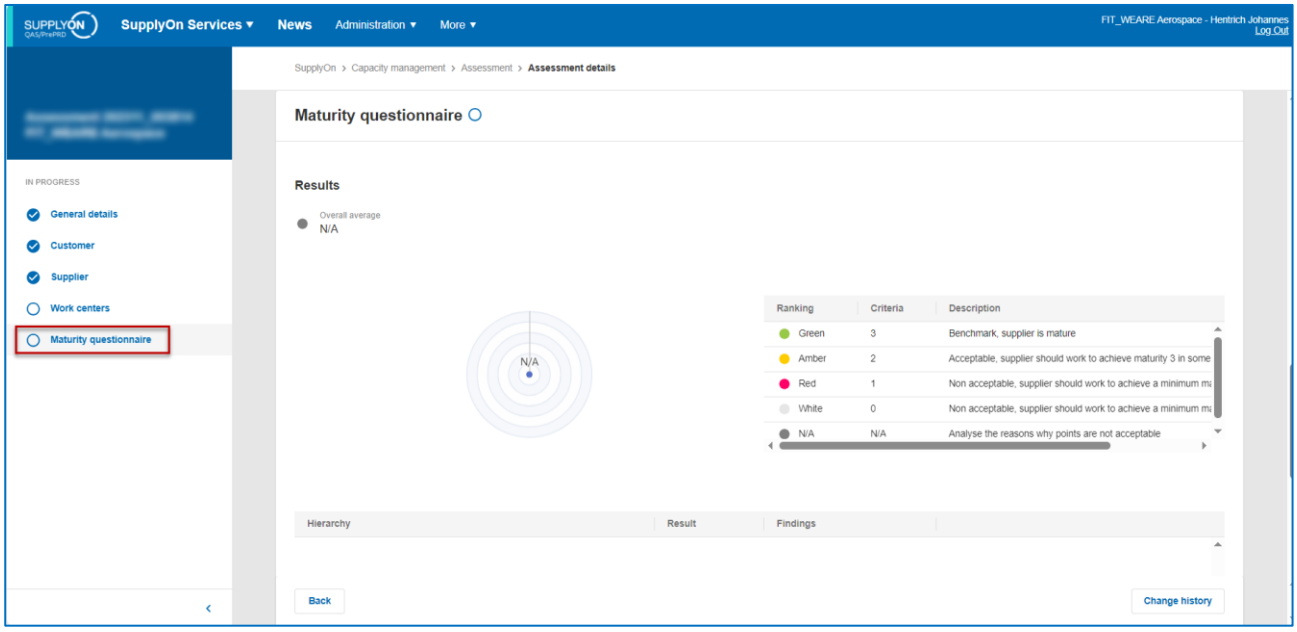

Figure: **Maturity questionnaire** section.

In the **Maturity questionnaire** section, you can:

- Check the results of the uploaded **Maturity questionnaire** by Airbus.
- Define maturity actions to reach the expected maturity of the supplier (when the assessment is in status **In progress**, or **Performed**)

4.1 Checking the results of the maturity questionnaire

After the maturity questionnaire was uploaded by Airbus, the results are displayed in the **Maturity questionnaire** section:

Overall average: Average ranking (color) and rating of all uploaded questions on supplier level.

Spider graph: The results for all chapters are displayed in a spider graph. If all sub-chapters have the outcome NA, the whole chapter is not taken over in the spider graph.

In the maturity questionnaire, the supplier is evaluated in various categories evaluating their maturity based on the guidelines provided. The single questions are scored with values between 0 and 3 or NA and are structured in chapters and sub-chapters.

The following categories apply:

Ranking	Criteria	Description
Green	3	Benchmark, supplier is mature
Amber	2	Acceptable, supplier should work to achieve maturity 3 in some points
Red	1	Non acceptable, supplier should work to achieve a minimum maturity of 2
White	0	Non acceptable, supplier should work to achieve a minimum maturity of 2
N/A	N/A	Analyse the reasons why points are not acceptable

Table: Risk evaluation synthesis.

Subsequently, the results are aggregated to sub-chapter, chapter, and overall result.

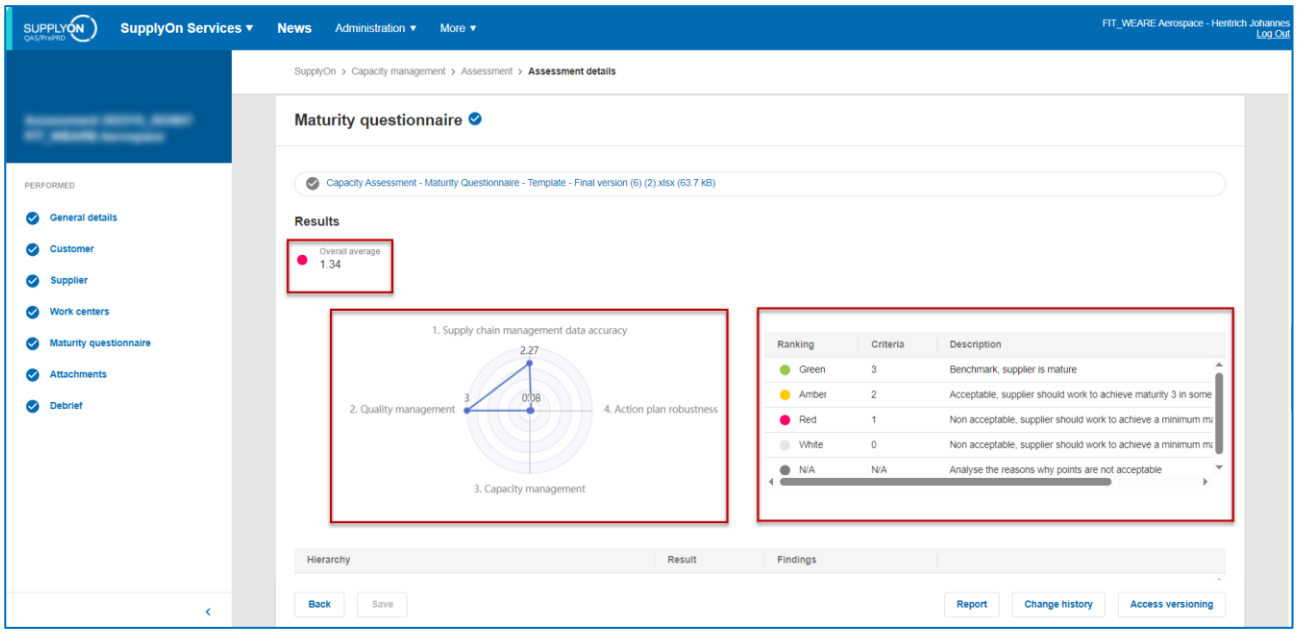

Figure: Results of the uploaded maturity questionnaire.

4.2 Creating maturity actions

Based on the recorded findings by Airbus, it is possible to define maturity actions to improve the supplier's maturity.

Maturity actions can be created and edited in status **In progress** and **Performed**.

If findings got classified as **Major** or **Minor**, it is mandatory to define a maturity action. Otherwise, the assessment cannot be closed by Airbus.

To create a maturity action:

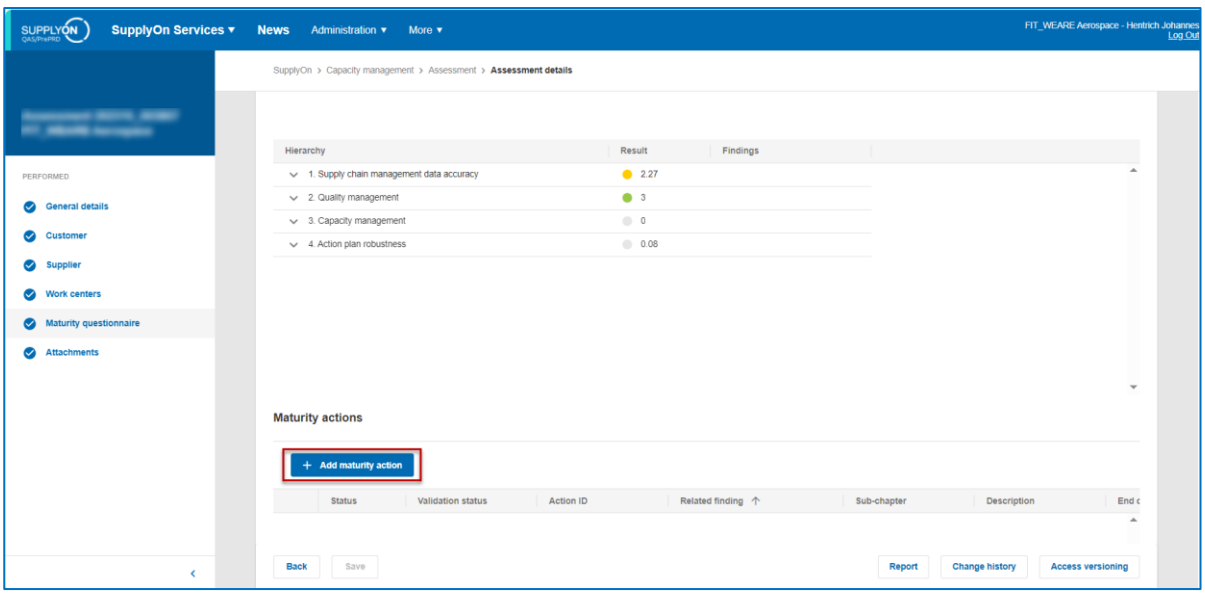

Figure: **Add maturity action**.

1. Click **Add maturity action**.

   The **Add maturity action** dialog window is displayed

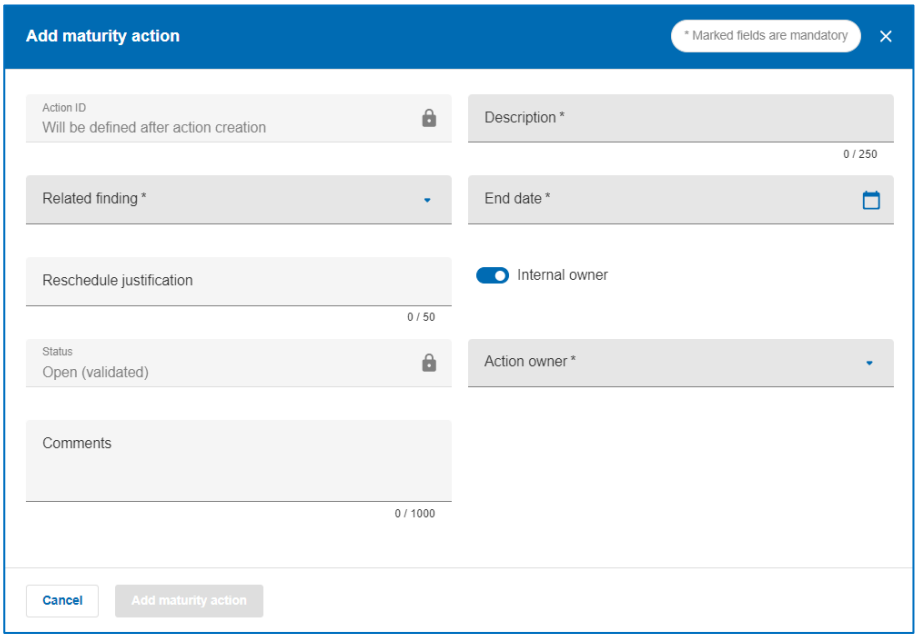

Figure: **Add maturity action** dialog window.

The following fields must be filled in:

Description: A short description of the maturity action.

Related finding: List of findings that were already created.

End date: Defined end date of the action (can be changed by rescheduling).

Reschedule justification: Justification why the action was rescheduled.

Status: Status of the defined action. For possible values for the statuses and validation statuses, → see *Action statuses and validation statuses* on page *32.*

Cancel date: Date when the maturity action was canceled.

Internal owner: Airbus internal owner or external owner.

Action owner: Responsible stakeholder for the maturity action. Can be Airbus internal (with CMA user account) or external at the supplier (free text). Depends on the selection if it is an internal owner or not.

Comment: Comment for the maturity action.

2. Click **Add maturity action**.

   The findings and maturity actions are listed in the **Maturity questionnaire** section.

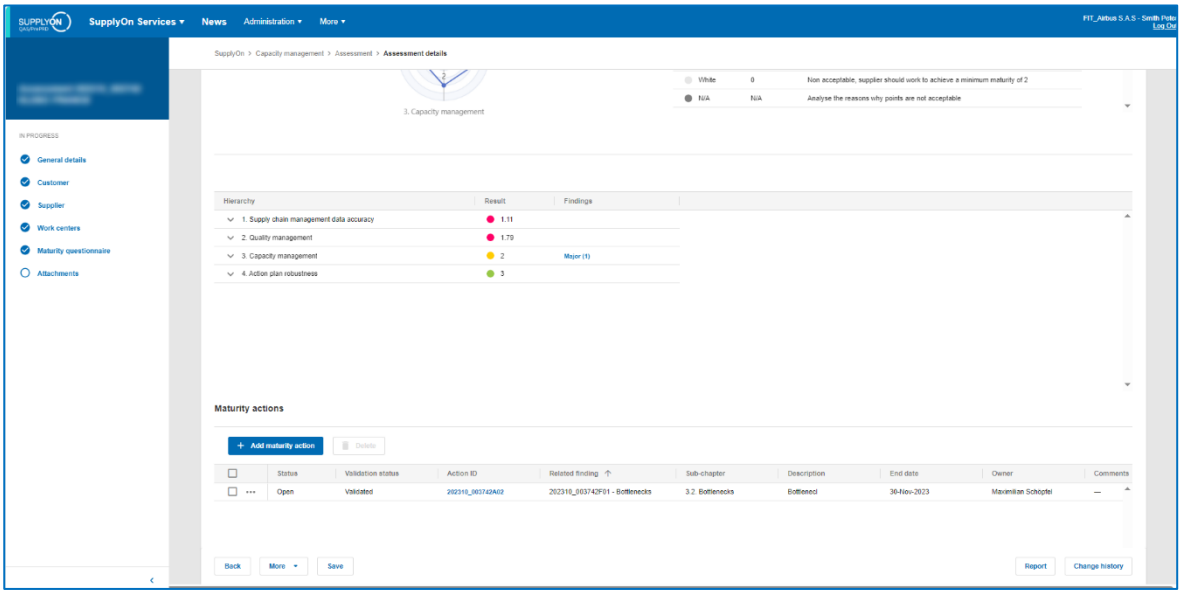

Figure: A maturity action.

To edit a maturity action, click the **Action ID** of the maturity action.

5 Reports

A report is a compact summary of all relevant aspects discussed during the assessment. Thus, both parties have a common documentation of the assessment.

As of status **Closed**, a report preview is available. To open the report preview, click **Report** in the **Assessment Details** page.

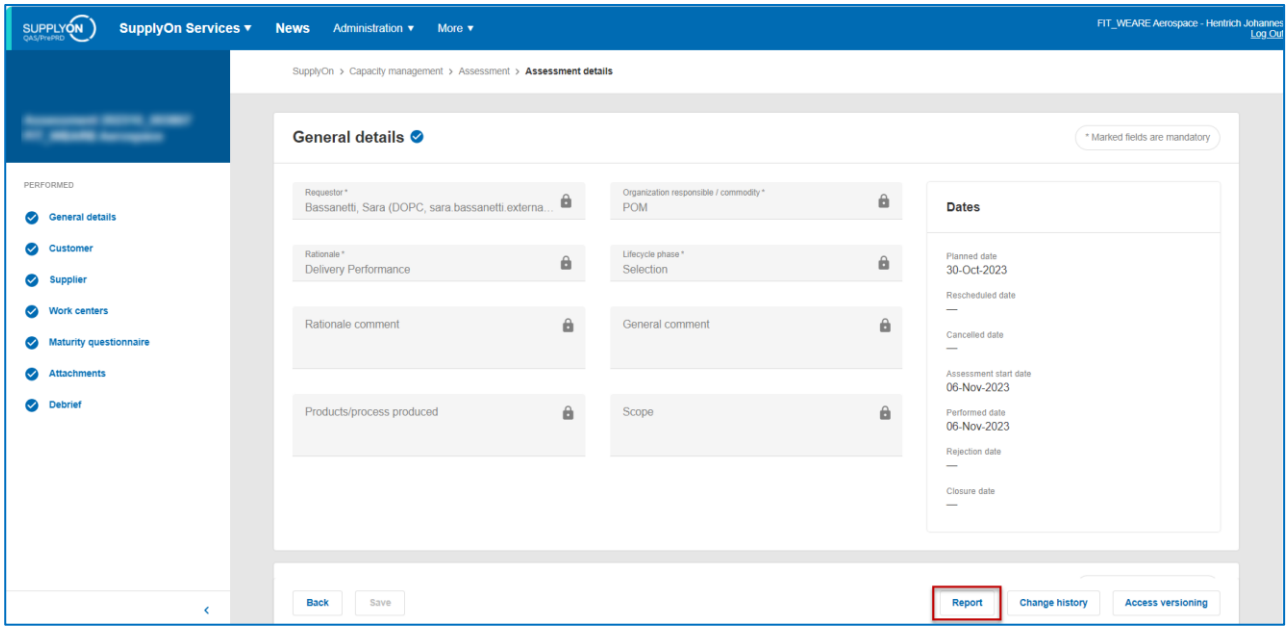

Figure: Open the report preview.

The **Assessment report** page is displayed.

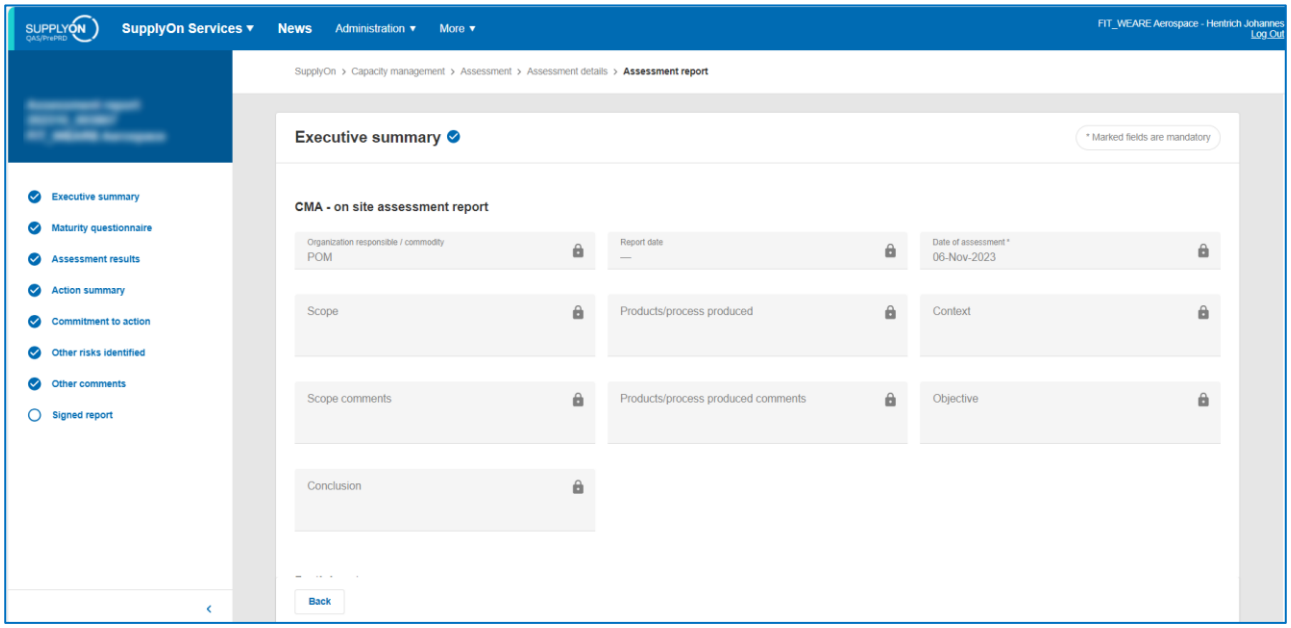

Figure: **Assessment report** page.

The report preview contains a summary of all data that has been filled out in the assessment details page and is divided in the following sections:

- **Executive Summary**: Summary of the most important information of the assessment.
- **Maturity questionnaire**: Detailed result of the uploaded maturity questionnaire
- **Assessment Results**: Detailed results of all scenarios that have been marked to be included in the report. The scenario marked as **Official** is automatically included in the report. Every additional scenario that should be included in the report must be marked in the scenario details.
- **Action summary**: Overview of all defined Maturity actions and Work center actions
- **Commitment to action**: The suppliers action plan leader must be defined.
- **Other risks identified**: Possibility to document additional risks identified during the assessment.
- **Other comments:** Space for further comments.
- **Signed Report**: Lists the uploaded released report (after it has been signed by both parties) by Airbus.

The signed report can be downloaded.

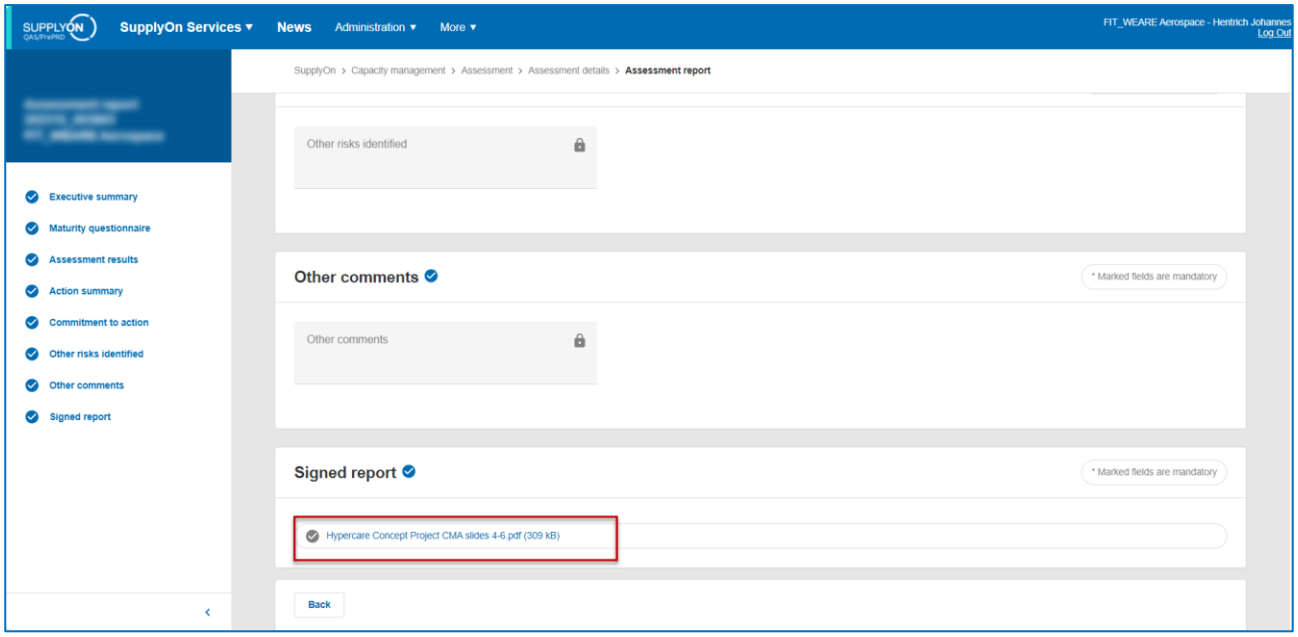

Figure: A signed report for download.

6 Versioning

As of status **Closed,** the versioning of the assessment is possible.

1. On the **Assessment details** page, click **Access versioning**.

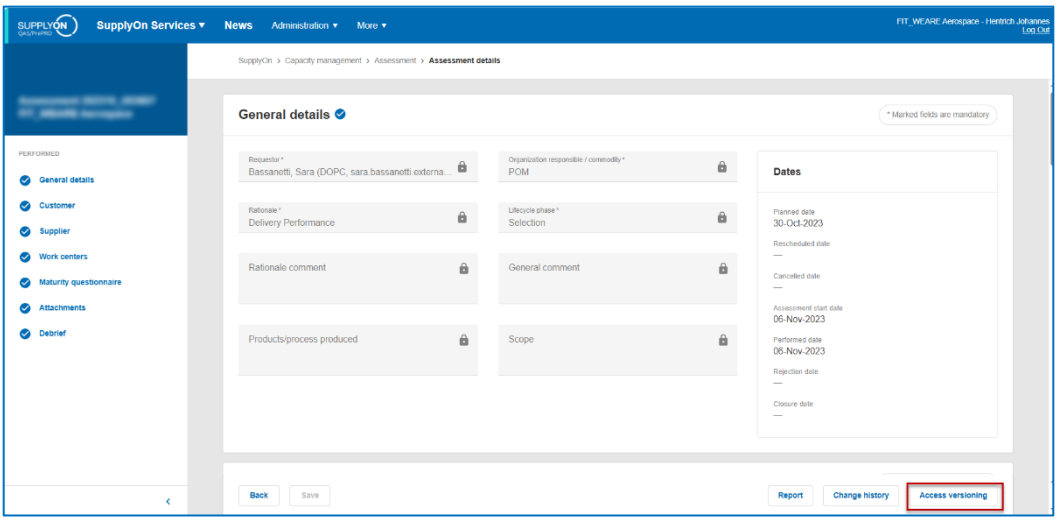

Figure: Access versioning link to display a read-only version of the assessment.

A read-only version of the assessment created at the time the assessment was set to **Closed** is displayed.

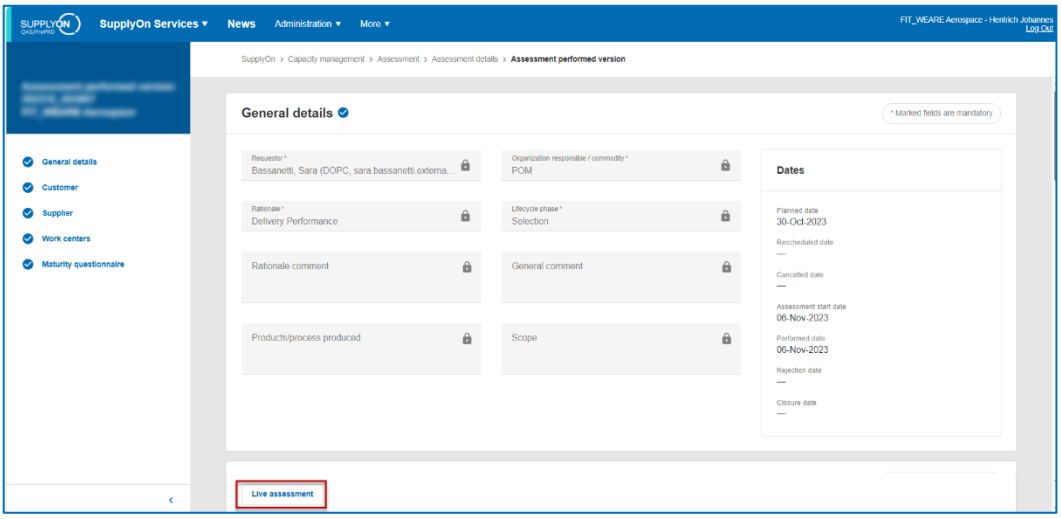

Figure: Live assessment link.

The assessment performed version remains also accessible once the assessment was set to closed.

2. Click **Live assessment** to return to the current state of the assessment.

7 Email notification

The CMA application provides an email notification that informs about important events and ensures time-efficient processing of relevant tasks.

Prerequisites:

- ✓ The user has an existing SupplyOn user account with user roles for the CMA application.
- ✓ The user interacts with the CMA tool in a specific way (e.g., as **Action Owner**).

The email notifications are sent to the email address stored in the SupplyOn user account of the respective stakeholder. This also applies if the SupplyOn user account is inactive (for example, due to inactivity of more than one year).

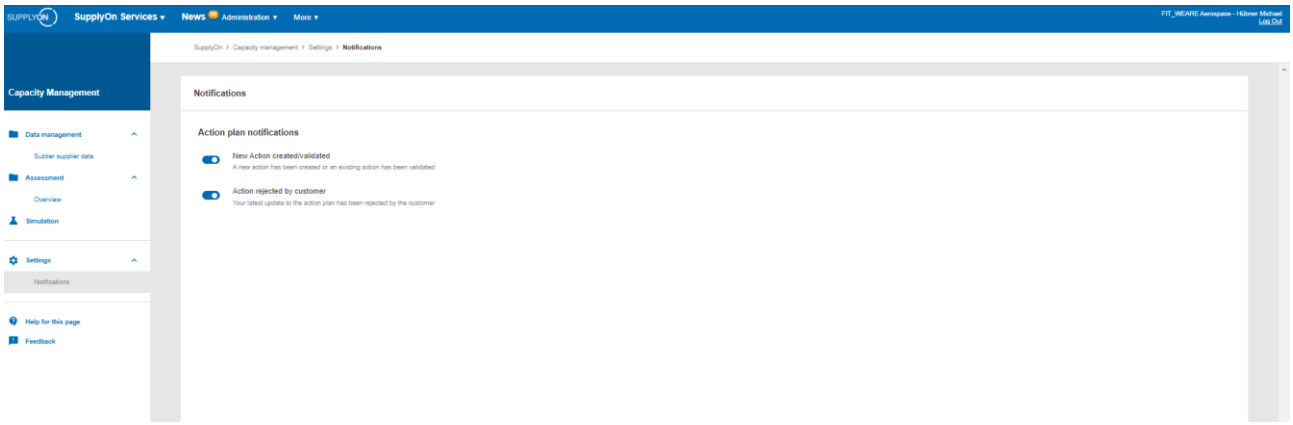

Figure: **Notifications**.

Email notifications can be sent (if activated) for the following events:

Type of notification	Receiver	Notification content
Action plan notifications		
New Action created/validated Action validation status is **Validated**, and the owner of the action is different than **Monitor**.	Owner of action	Information that a new action has been created or an existing action has been validated.
Action rejected by customer Action is in status **Open**.	Owner of action	Information that an action was rejected by the **Monitor**.

Work Center Simulation notifications		
Scenario Acknowledgement A new simulation scenario was reviewed by the customer.	**Supplier** user who has created the scenario.	Information about acknowledgment of the scenario.

Example

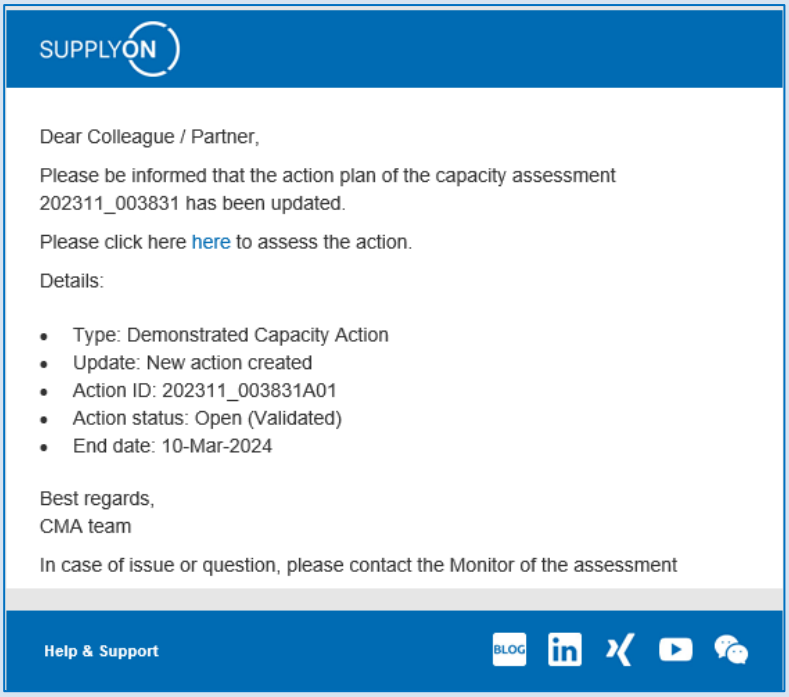

Figure: Example of an email notification.

An email notification contains a link that redirects the user directly to the tool.
The email notification for a particular assessment is sent only once to the affected users.

8 Simulation - Work center overview

The **Simulation** page and the **Work center simulation** page provide:

- an overview of all work centers (you can also create and edit work centers here), → see *Creating work centers* on page *55*.
- the possibility of managing scenarios for work centers that are not used in an assessment, → see *Managing scenarios* on page *56*.

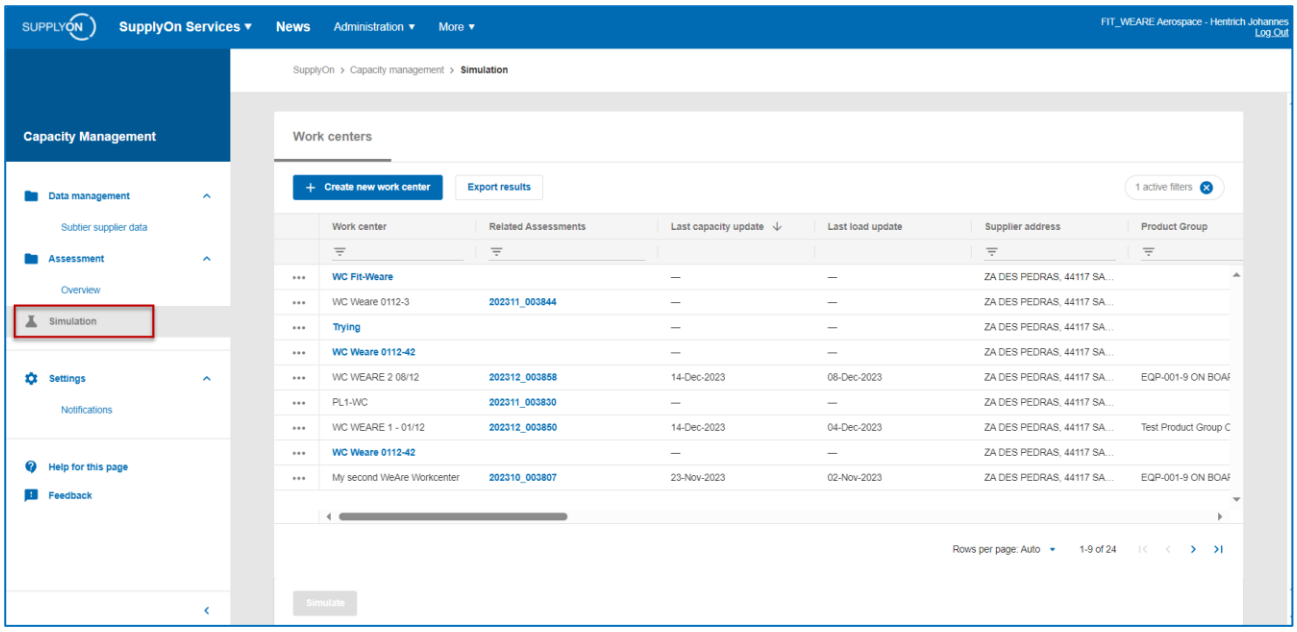

Figure: Work centers on the **Simulation** page**.**

8.1 Creating work centers

Here you can create work centers independently from an assessment. The works centers created in this way can then be selected from the list of existing work centers when editing an assessment.

1. Click **Create new work center**.

   The **Create work center** dialog window is displayed.

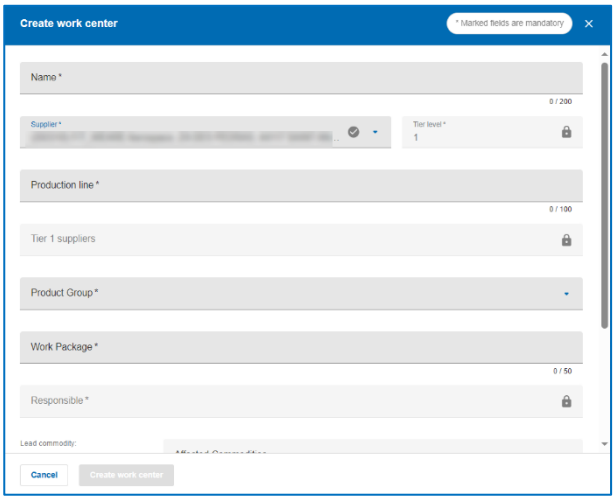

Figure: **Create work center** dialog window.

The mandatory fields **Product Group** and **Responsible** are stored together in AirSupply.

If a **Product Group** is selected, the **Responsible** is selected automatically.

If no **Responsible** is defined for a **Product Group**, no work center can be created. In this case, please contact your supply chain quality manager.

For further information on creating a work center, → see *Creating a new work center* on page *13*.

Visibility of a work center

After the work center has been created on the **Simulation** page, it is only visible to the supplier. Only after a scenario has been published within a work center is the work center visible to Airbus, → see *Publishing a scenario* on page *59*.

8.2 Managing scenarios

Clicking on a work center in the **Work center** column on the **Simulation** page displays the **Work center simulation** page.
Scenarios can be added here, → see *Adding a scenario* on page *57*, and shared with Airbus, → see *Publishing a scenario* on page *59*.

Note

If a work center is used in an assessment, scenarios can only be managed within the assessment in which the work center is assigned.

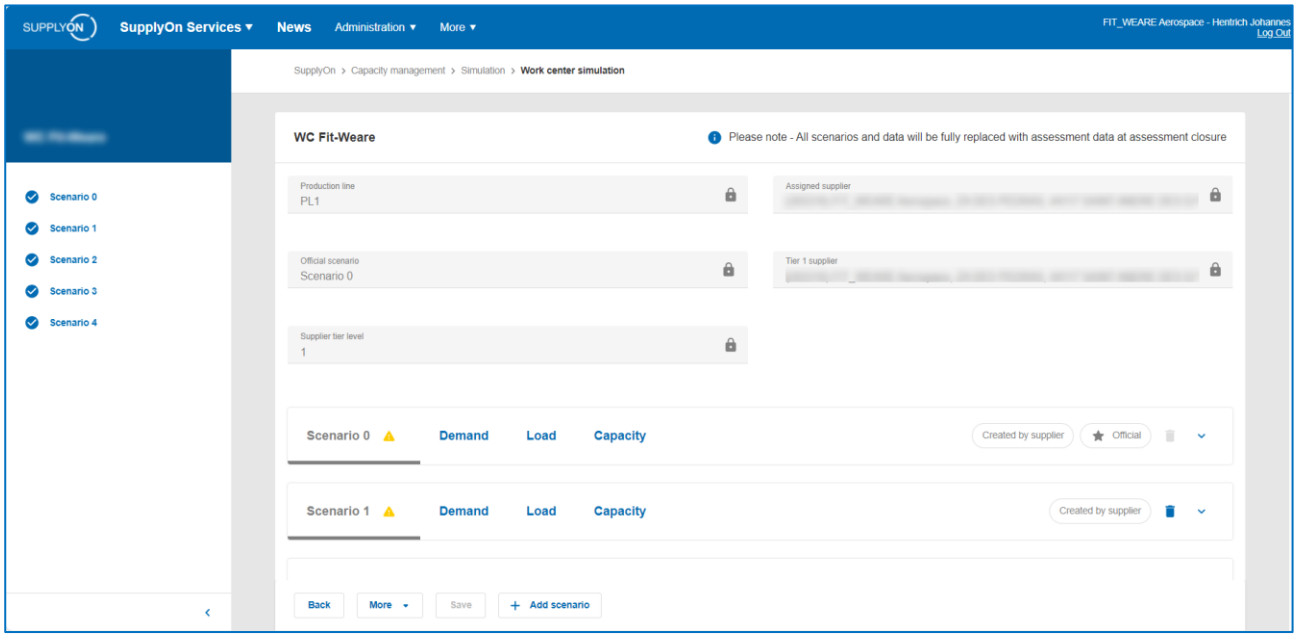

Figure: **Work center simulation** page.

The **Assigned supplier** field shows which supplier this work center is assigned to.

For each scenario it is displayed who has created the scenario, for example Created by supplier

It is displayed which is the official scenario ★ Official

To see or edit the master data of the work center, click **More** and then **Edit work center**.

The **Edit work center** dialog window is displayed

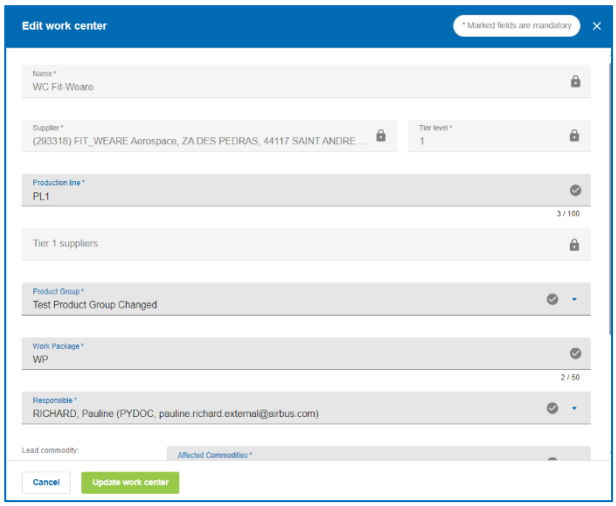

Figure: **Edit work center** dialog window.

8.2.1.1 Adding a scenario

On the **Work center simulation** page scenarios can be added.

1. Click **Add scenario**.

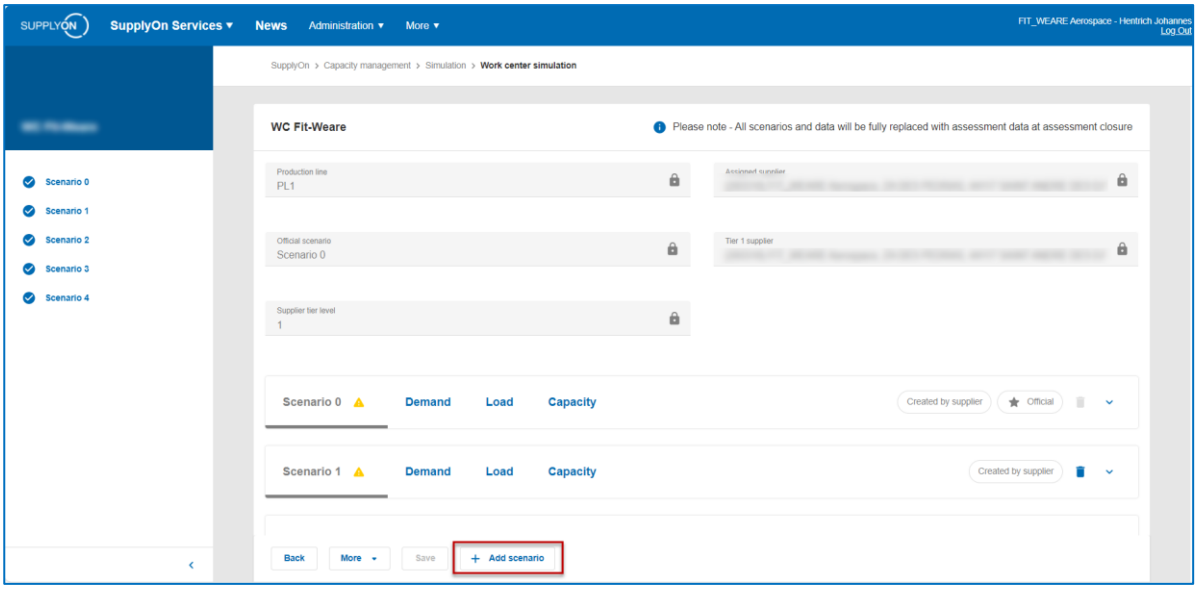

Figure: Adding a work center

A scenario is added to the work center.

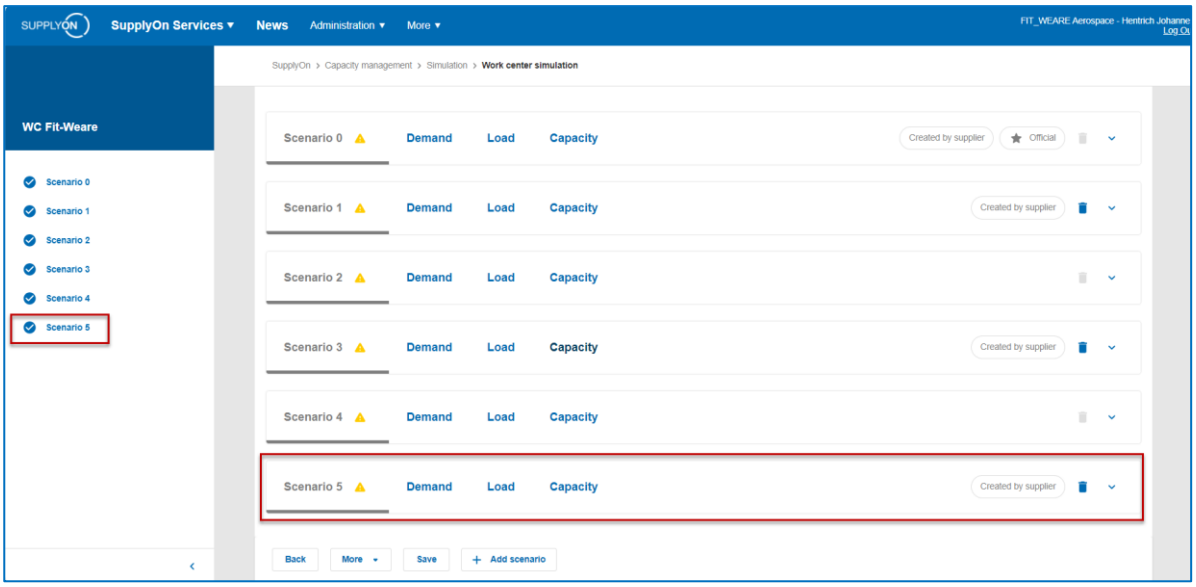

Figure: Added scenario on the **Work center simulation** page.

2. Click **Save.**

   The scenario created is only visible to supplier. For the Airbus to be able to see the scenario, the scenario must be published.

8.2.1.2 Publishing a scenario

Publishing a scenario means that Airbus can also see the scenario in the corresponding work center. A scenario can be published at any time, that is, it is not necessary to enter specific data. After a scenario has been published within a work center, the work center is visible to Airbus.

1. Select the scenario you want to share and click **Publish**.

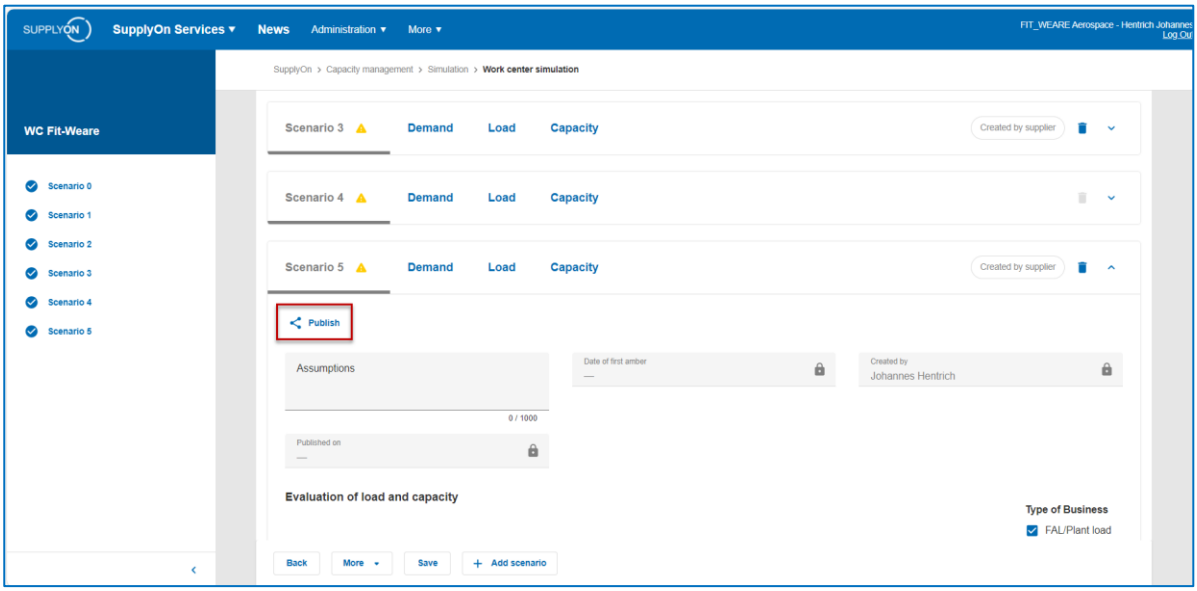

Figure: **Publish**.

The scenario is shared with Airbus and the link **Publish** is deactivated.

The **Published on** field displays the date when the scenario was published.

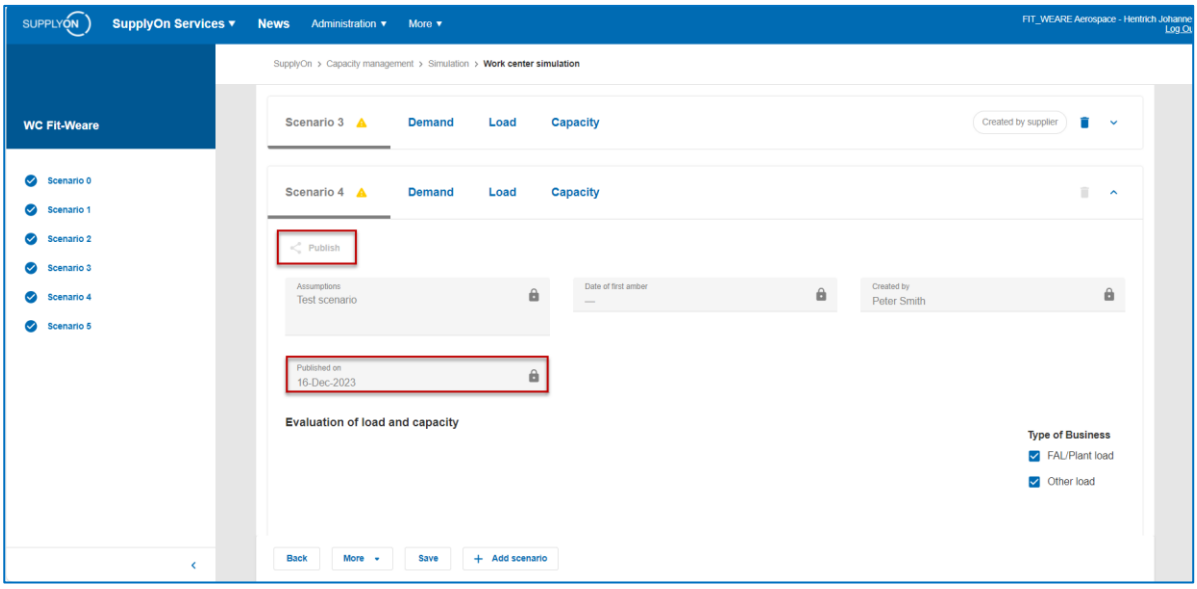

Figure: A shared scenario with Airbus.

After a scenario has been published, the corresponding work center is then visible to Airbus.

9 Creating subtier supplier data

On the **Subtier supplier data** page, subtier supplier data can be created, that is, address data for subtier suppliers can be created.

Also, a subtier supplier can be created directly from within an assessment. When adding an impacted supplier to the assessment, you can choose to add an existing one or create a new one.

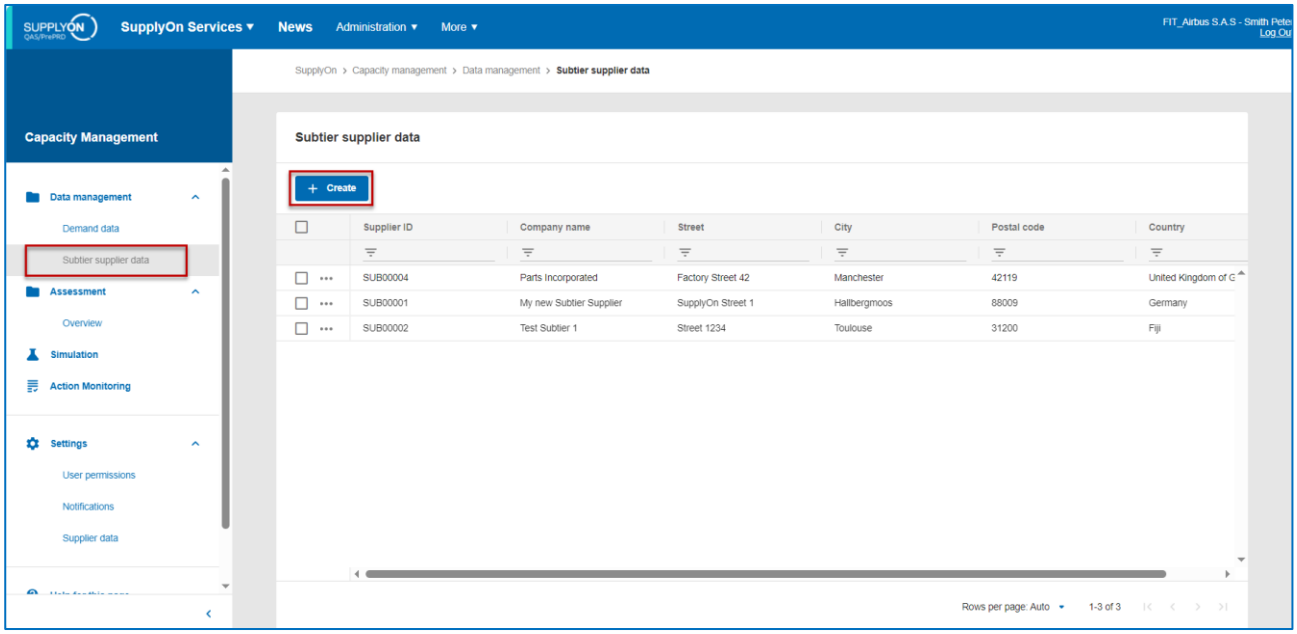

Figure: **Subtier supplier data** page.

To create a subtier supplier:

2. Click **Create**.

   The **Create subtier supplier** dialog window is displayed.

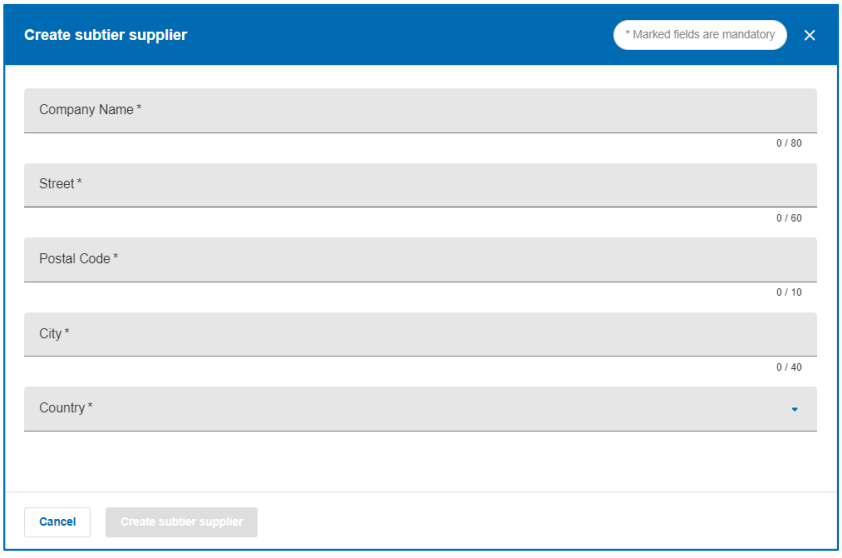

Figure: **Create subtier supplier** dialog window.

3. Fill in the mandatory fields for the address data.
4. Click **Create subtier supplier**.

   The subtier supplier is listed on the **Subtier supplier data** page.

5. Click **Edit** if you want to edit the address data.

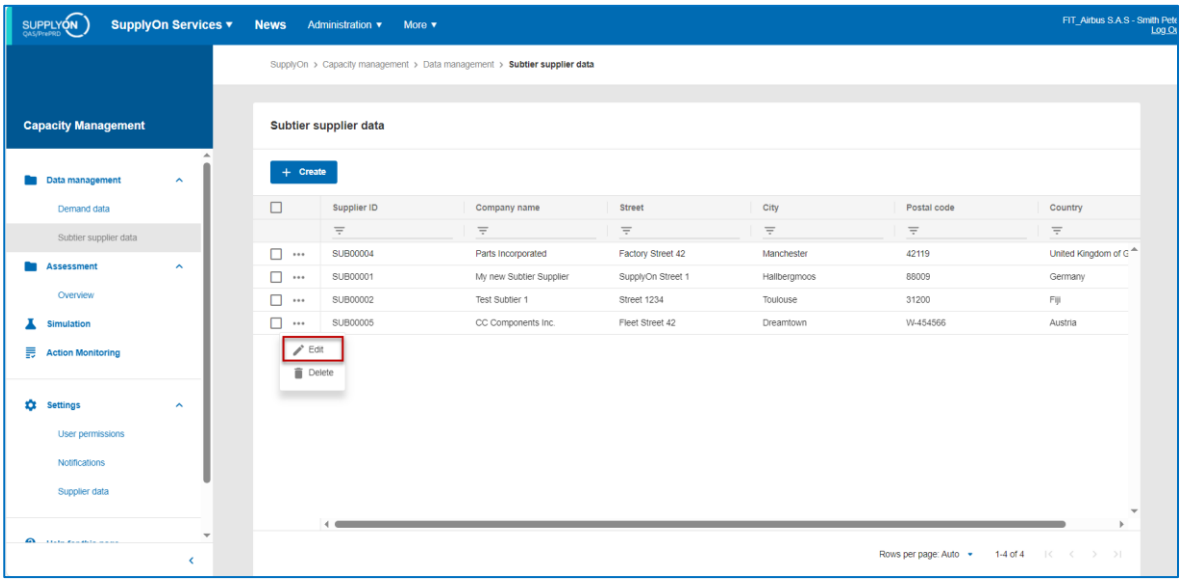

Figure: **Edit** the subtier supplier data.

Data validation:

During the creation process, the tool validates whether the user tries to create a subtier supplier that might already exist. For this, the tool:

- Compares the entered company name to existing supplier company names
- Compares the entered postal code and street to the ones from existing suppliers

If potential duplicates have been identified based on these rules, a popup is displayed to warn the user and to list existing suppliers with similar master data. If the user clicks Confirm, the creation of the new subtier supplier is finalized. If you click Cancel, the creation process is aborted.

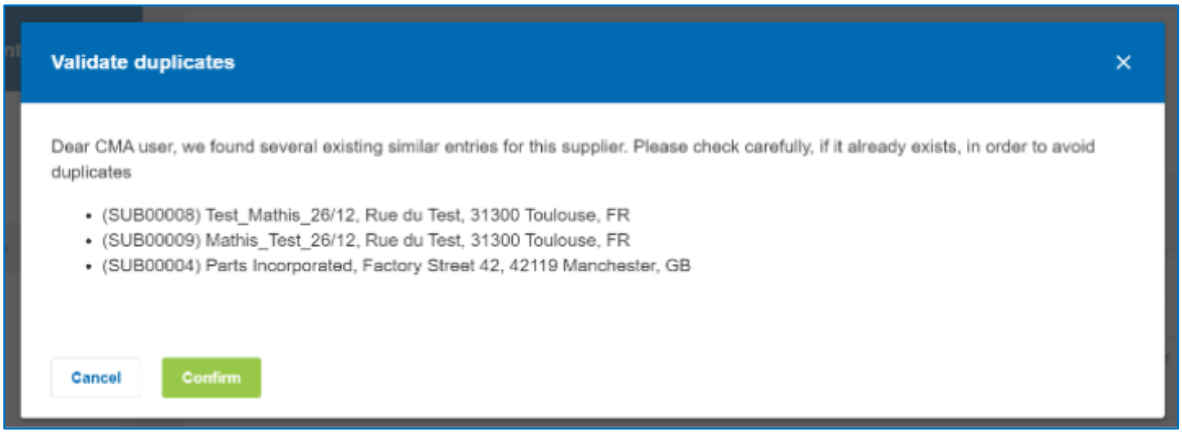

Figure: **validate potential duplicates.**

10 SupplyOn user role

The SupplyOn user roles, allow the basic access to the Capacity Management Assessment application. Without one of these roles, it is not possible to access the application in the SupplyOn portal.

Capacity Assessment

- ✓ Grants access to the CMA application.