



EMBS Supplier Management System

Part 2: Global Supplier Manual

Appendix D – EMBS Change Notification Requirements

Table of Contents

<u>Section</u>	<u>Description</u>	<u>Page</u>
1	Introduction	3
2	Definition of Change	3
3	Examples of Significant Changes	3
4	Company Level Changes	4

1 Introduction

This appendix gives guidance on situations where a change notification may be required.

2 Definition of Change

For the purpose of this appendix, the definition of “change” is;

Any situation where a significant change occurs during the period covering warranted serial production.

A “significant” change may directly or indirectly affect either the process or the product covered by the PPAP warrant.

3 Examples of Significant Change

The following list shows examples of what may be considered significant changes. This list is not exhaustive and the supplier should consider any changes not listed below for its significance, and apply the same rules as below.

Changes associated with the product
Changes to identified key characteristics
Changes to specification
Change of raw material
Changes to packaging and labelling

Changes Associated with the Process
Changes to process flow
Changes to process set points
Changes of process set point tolerances
Change or update of item on the control plan
Change of sub-contract supplier
Change or introduction of production plant in existing location
Change of production line layout – using same plant
Change of production equipment on a line
Change of manufacturing equipment components on a production line with new, different or enhanced functionality

In the situations listed above, the supplier should inform EMBS prior to making any changes. EMBS will then assess the overall impact and advise if the change requires either of the following actions:

- Re-validation – A revalidation of the process/product to ensure the changes have not impacted the product/process integrity OR
- PPAP Re-submittal – A requirement to resubmit all/some of the PPAP documentation where the changes may affect the warranted PPAP package

**NB; EMBS will define the extent of the PPAP re-submittal.
First delivery after the change need to be marked by supplier.**

In each of these actions, the supplier shall follow the same processes as detailed within the Supplier Manual and its associated appendices.

4 Company Level Changes

Where the supplier makes a significant change in ownership, financial status or to any declared accreditations (e.g. ISO 9001 change of scope), the supplier shall also inform EMBS of the nature and effectivity of such a change.

Where appropriate the supplier shall forward any revised certification to EMBS as soon as any revision occurs.
