IPP Control Levels

These are the levels of control in the IPP process. They are listed in the table below. If you are unsure which level to use contact your Quality Representative at AMC.

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<tr>
<th>Control Level</th>
<th>Procedure</th>
<th>Control Method</th>
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</table>
| IPP (is needed) | * The supplier initiating the IPP must obtain approval prior to use in mass production.  
* An IPP tag must accompany the first IPP parts for mass production and the parts must be properly labeled.  
* If requested, a copy of the IPP tag forwarded to Quality Representative (for information only).  
Note - if the first shipment of changed parts is for in-process parts, an additional IPP tag needs to be placed on the first shipment that will go directly to AMC production. | * Delivery of IPP parts must be done according to FIFO.  
* The supplier must keep the following information  
  * Content of IPP tag  
  * Date of IPP’d parts production  
  * Date of delivery  
  * Quality confirmation data such as inspection or testing data |
| Supplier | Internal only at the supplier | * The Supplier tracks these changes. Information is made available to AMC upon request. |

Types of changes

It is necessary to issue IPP tags when there are changes to parts for processes that make those parts. The table below explains each change type, lists some example changes (change type not limited to examples), and how to determine the level of control (IPP or Internal)

Note - a change in a part due to one of the listed types requires control of the first lot, whether the change originates internally or externally to the supplier.
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<th>Explanation/Examples</th>
<th>IPP</th>
<th>Supplier</th>
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| 1   | Design Change      | The part drawing changes, altering the physical structure or number of the part. When a design change is done, a new part drawing is issued.  
* New part Design  
* Design change that affects the part  
* Internal design change at the supplier that does not affect the part, such as part name or part number with sub-suppliers. | X   |          |
| 2   | New Supplier       | A supplier or sub-supplier, who has never produced the part or component, begins manufacturing the part for AMC.  
* Addition of a new supplier or sub-supplier  
* Changing the supplier or sub-supplier  
* New delivery location  
* Change from in-house production to outside supplier (or vice versa) | X   |          |
| 3   | Material Change    | The material(s) used to manufacture the part is changed.  
* Change of material supplier  
* Material supplier changed from outside to self-supplied (or vice versa)  
* Change in material composition (including anti-rust oil or lubrication) | X   |          |
| 4   | Manufacturing Method Change | A process method, setting or condition used in manufacturing the part is changed or modified. This includes any change which effects the way the parts are produced as reflected in the PQCT/Control Plan. This applies when the normal control range changes, not for routine adjustments.  
* Casting or forging method change  
* Sintering condition change  
* Heat treatment condition change  
* Rubber or plastic molding condition change  
* Welding condition change  
* Plating or coating condition change  
* Machining or cutting condition change  
* Process standards or setting method change  
* Associate change on a critical process | See Note |          |
<p>|     |                    | <strong>Note:</strong> Above examples could be an 'IPP' or 'Supplier' level change. For clarification, contact your Quality Representative. |     |          |</p>
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| 5   | Process Order Change  | The manufacturing process order is changed or deviates from the PQCT/Control Plan.  
* Change to the order of the process, or adding or deleting process steps.  
* Change in temporary process to a permanent one (or vice versa).  
Note: If the IPPAR process cannot be completed before parts are to be shipped (e.g. a welding robot breaks down and the process is done by hand) contact Quality Representative immediately. A Quality Representative will provide instructions and requirements to suppliers in this situation.  
Note: Above examples could be an ‘IPP’ or 'Supplier’ level change.  
For clarification, contact your Quality Representative.                                                                                                        |     |          |
| 6   | Machine Change        | When the machine initially used to produce the parts during the approval process has been changed or replaced by another machine. (Machine examples: stamping press, assembly line, injection or blow molding, forge press, etc.)  
* Initial use of a new machine  
* Modification or major repair of a machine  
* Equipment relocation within the same plant                                                                                                           | X   |          |
| 7   | Jig/Tool Change       | The primary or secondary tooling or jigs are changed, potentially affecting the quality, function, appearance, or reliability of the part. (Jig and tool examples: welding or assembly fixtures used in manufacturing process, cooling fixtures, soni or heat welding, etc.)  
* Change in machining master for camshaft or pistons  
* Change in machining master for other parts  
* New or modified jigs and tools  
Note: Above examples could be an ‘IPP’ or 'Supplier' level change.  
For clarification, contact your Quality Representative.                                                                                                 |     |          |
| 8   | Die/Mold Change       | A die or mold that is used in the manufacturing process is new or changed.  
* New or renewed die or mold  
* Revision or repair of the die or mold  
Note: Above examples could be an ‘IPP’ or 'Internal' level change.  
For clarification, contact your Quality Representative.                                                                                                    |     |          |
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| 9   | Inspection Method Change    | The inspection methods of the part are changed, potentially resulting in either an improvement or changes in the part's quality performance. This may require a revision to the PQCT/Control Plan.  
   * New or modified inspection equipment  
   * Measuring method change or measuring instrument type change  
   **Note:** Above examples could be an 'IPP' or 'Supplier' level change.  
   For clarification, contact your Quality Representative. |     |          |
| 10  | Packaging Change            | If the packaging of the part deviates from the quality approved method.  
   Change in packaging materials or containers                                                                                                                                | X   |          |
| 11  | Other                       | Only to be used as directed by AMC Quality Department.  
   For example - identification of new model parts (that are not design changed) which should be inspected by AMC (not limited to this example).  
   **Note:** if #12 is used, an explanation must be written in the area provided on the IPP Tag. | X   |          |

**Confirm Change**  
The supplier confirms the first lot conforms to all to all quality requirements before shipping.  
Confirmation data is retained by the supplier and may be required to be included with first lot.

**Identify the First Lot**  
Initial Production Parts identification will be applied to the first lot of any material which is either initially approved for production and/or for all changes in either man, machine, material and/or methods used to produce material for AMC consumption. Changes in packaging style and/or quantity will also require an IPP tag.  
The supplier identifies the first lot shipment with properly completed IPP tags. Shipments to multiple locations require IPP tag for each location and production line. Parts of different colors require an IPP tag for each color.  
Suppliers must control IPP tags sent to AMC to ensure that part/process changes are IPP’d for all AMC destinations.
Attach IPP Tag

The supplier prepares the first lot for shipment by attaching a properly completed IPP tag in a conspicuous location. The first lot shipped in FIFO order.

IPP tag(s) are to be attached on the same sides as the box, container or skid labels. All skids in the first shipment of initial production must be labeled with IPP tags. The tag should be protected to ensure that it is not damaged and visible, preferably in a plastic sleeve. It must be placed so that it is immediately visible when receiving the container (front of container).

Note - when attaching an IPP tag directly to the container, use the area on the tag labeled for attachment. Do not tape over areas with a bar code or IPP number.

Label the First Lot

The supplier clearly labels containers holding the first lot. Containers are labeled in the outside to show an IPP tag is enclosed. When a shipment contains both the first lot and older parts, all containers in the shipment are labeled to indicate whether they contain old or new parts.

Completing the IPP Tag

Completing the IPP Tag (complete each section accordingly).

1. Include a sketch or a brief description of the change for the parts in the shipment.
2. The supplying organizations name.
3. PPAP reference number given by AMC to facilitate in tracking.
4. AMC inventory part number of the parts included in this shipment.
5. AMC drawing part number.
6. AMC part name.
7. Date the product leaves supplying organizations dock for shipment to AMC.
8. If data is requested by AMC engineering, attach it and check this box.
9. For AMC internal use only. Do not fill out this section.