This section will explain the formal system used to incorporate Process/Material changes for the design or specifications that deviate from those that currently exist or have been previously approved. There are two types of changes discussed, those mandated by American Mitsuba Corporation (AMC) and those requested by the supplier.

**Process/Material Change Requests**

These requests will be processed using the Process/Material Change Request Form. This is a formal request from a supplier to deviate from an existing approved condition. The request is the first step a supplier should take in seeking approval from American Mitsuba Corporation. AMC’s Quality Department along with the suppliers will determine the necessity for the issuance and level of a Production Part Approval Process (PPAP) submission with guidance given by the AIAG manual and customer requirements.

Once a change has been requested and PPAP documentation submitted and approved, supplier must follow Initial Part Production (IPP) procedure and timing.

**Permanent Process/Material Changes**

A process, design or specification change that is permanent may require more lead time. An interim approval may be granted until permanent approval is granted.

**Temporary Process/Material Changes**

These process/material changes are granted for a limited time and/or lot.

**Change Control**

When any change impacts the Material, Methods, Machine or Man in the production of parts/components (4M). Examples of categories to determine if a 4M change is occurring are defined below. Further explanation and guidance requirements for communicating change can be found in the Initial Part Production (IPP) System Control table found in the Supplier Requirements section of this manual.

A. **Materials:**
   a. New supplier or supplier change for a component.
   b. A new part or raw material is being used.
   c. A design change of a part or material has occurred.
   d. A part or material has been confirmed to be at a lesser quality level to meet customer demands.
   e. Reject rate is high for a specific reject condition.

B. **Method:**
   a. An Operation Standard has been changed.
   b. An Operation Standard is not followed.
   c. Non-standard Operation is occurring.
   d. A new jig or gage is being used.
   e. Permanent or Temp. Deviation has been issued or removed.
C. Machine:
   a. A machine has been repaired or a setting was modified.
   b. A new machine is being used.
   c. A component has been replaced on a machine.

D. Man:
   a. A new Associate is on the line.
   b. Alternate Line Leader is running the line.
   c. Abnormal manpower condition.

**Initial Part Production**

All parts shipped due to a process/material change must be done according to the IPP procedure. No parts should be shipped due to a process/material change without proper authorization by American Mitsuba Corporation. Failure to comply will adversely affect a supplier's performance rating.

**Design Changes**

Changes mandated from AMC will typically be communicated via the drawing and any applicable supporting documents. These will be processed similarly to the Process/Material Change Requests and a PPAP submission may be required.

**Record Retention**

Quality performance records to include control charts, inspection and test results will be retained for the life of product. Those components that are considered ‘critical safety’ must have records maintained for a minimum of fifteen years after end of production.

**Related and Supporting Documentation**

AIAG Manual, Production Part Approval Process (PPAP)
Initial Part Production System Control
AMCQA- Form 005, Request for Deviation
AMCQA- Form 007, IPP Tag
AMCQA- Form 010, Process and Material Change Request