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## **Supplier Change Management Control Procedure**

1. For each product sold to Multi-Color Corporation (MCC), the supplier will maintain a documented Control Plan that includes the methods and equipment used to control the process/product. The Control Plans must be kept up to date as part of the supplier's document control system. The Control Plans are subject to verification during MCC on-site audits.
2. Supplier must notify MCC at least 30 days in advance of any proposed manufacturing changes to the products which MCC buys including, but not limited to:
  - Major hardware changes
  - Intent to produce on alternative lines
  - Intent to produce at alternative plants
  - Significant process condition changes (Examples: Line speed changes, heats, etc. > 10%)
  - Surface treatment changes
3. Supplier must notify MCC at least 90 days in advance of any proposed raw material changes in the products which MCC buys. This includes any changes to your supply chain or source selection. This includes, but is not limited to:
  - Resins
  - Slip/anti-block agents
  - Color additives
  - Other additives
4. Supplier and MCC will utilize a scale-up procedure on all new products which will generally consist of three phases:
  - Phase I—Initial trial (~1 to 5 rolls –1,000 lbs. Max.)
  - Phase II—Scale-up quantity (generally between 2,000 and 20,000 lbs.)
  - Phase III—Final qualification (generally between 20,000 and 40,000 lbs.)
  - COA's for all products must be supplied to MCC during the scale up process.



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The fundamental basis of this procedure is to effectively manage change and reduce associated risk. Each change must be handled individually with the proper validation performed at each step in the process. The validation protocol will be established jointly with the appropriate MCC personnel. However, at a minimum, the supplier must provide the following information about the proposed change:

- Description of the change. What exactly will be changed in the process that is currently used to produce the supplied product?
- Current capability and quality level of the supplied product. This information will be used to ensure that the proposed change maintains and/or improves the quality performance provided to MCC.
- Value of the change to MCC. The value of the improvement in terms of defect reduction, cost reduction, improved delivery, etc.

Notification:

Proposed changes must be communicated in writing to the Quality Manager at the appropriate MCC location, as well as the MCC purchasing contact.

Materials required by MCC for testing will be provided at no-charge for changes initiated by the supplier.

Signatory (below) for the supplier must have the authority to enter into this agreement.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_