

The follow pages contain Supplier Requirements:

- ❖ Key Diemolding Contacts
- ❖ Supplier Initial Sample Warrant and Production Requirements
- ❖ Delivery Requirements
- ❖ Supplier Evaluation
- ❖ Supplier Rating Program
- ❖ Corrective Action Procedure
- ❖ Engineering Change Notice Procedure and Form

## **Key Diemolding Contacts**

**Telephone: 315.363.4710**

All extensions have Voicemail

**Manufacturing Fax: 315.361.9042**

**Accounting Fax: 315.697.8083**

**Warehouse Fax: 315.875.5051**

### **General Manager \ Sales & Marketing Manager**

Jim Morin, Extension # 704

Email: jmorin@diemolding.com

### **Controller**

Chris Beehner, Extension # 211

Email: chrisb@diemolding.com

### **Manufacturing Manager**

Carl Cook, Extension # 718

Email: carlc@diemolding.com

### **Engineering Manager**

Greg Guignard, Extension # 702

Email: gregg@diemolding.com

### **Quality Manager**

Gary W. Vest, Extension # 723

Email: garyv@diemolding.com

### **Maintenance Supervisor**

Joal Vanderworken, Extension # 727

Email: joalv@diemolding.com

### **Quality Engineer**

Bob Reinertsen, Extension # 707

Email: robertr@diemolding.com

### **Shipping Supervisor**

Penny Pickard, Extension # 199

Email: pennyp@diemolding.com

### **Production Supervisors**

Joe Mortise 1<sup>st</sup> shift Extension # 712

Kathleen Shanahan 2nd shift Extension # 721

Kirk Bell 3rd shift Extension 751

# **STANDARD OPERATING PROCEDURE QA-OP-04**

**Subject:** Supplier ISW and Production Requirements  
**Prepared By:**  
**Approved By:**

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**DEFINITIONS:** PFMEA - Process Failure Mode Effects Analysis

## **Supplier Initial Sample Warrant Requirements**

1. Material Certification, preferably with proof of statistical control.
2. Process Potential Studies for each significant characteristic shall indicate a process potential index of not less than 1.67 Ppk.
3. For PPAP Samples: the specific production quantity must total a minimum of 300 parts unless otherwise specified by the customer representative. Submit to Level 3 requirements.
4. 100% layout to blueprint, or in the case of raw materials, an analysis specified by Diemolding's Engineering Department.
5. A control plan, flow chart, and PFMEA are required with the sample submission. The control plan, flow chart, and PFMEA should all match the same order of operation. Significant characteristics are determined by the supplier / customer and called out on the part drawing.
6. ES testing results where applicable.

## **Quality Requirements for Production**

1. Material Certification must precede each shipment.
2. X & R process control charts for each significant characteristic to indicate a capability index not less than 1.33 CpK must accompany each shipment, where applicable.
3. Capability summary reports; upon request.
4. Annual recertification of tooling as defined by customers PPAP requirements.
5. Visits to Diemolding upon request to participate in APQP and corrective action issues.
6. Annual laboratory testing for raw material by suppliers.

**NOTE:** All annual recertification PSW's must be submitted on the most current forms as found in latest issue of the PPAP Manual. Submit all Recertifications to Level 4. Samples not required unless otherwise specified.

# **STANDARD OPERATING PROCEDURE QA-OP-04**

**Subject:** Supplier ISW and Production Requirements

**Prepared By:**

**Approved By:**

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## **REVISION HISTORY SHEET**

<b>Rev. Level</b>	<b>Date</b>	<b>Initials</b>	<b>Revision Description</b>
	03/15/2004	MG	Released for TS16949
A	02/01/2005	MG	Reviewed – no changes
B	02/08/2006	CO/MG	Updated
C	03/07/2007	MG	Reviewed – no change
D	02/29/2008	MG	NO changes
E	02/02/2009	MG	Okay per Cindy
	04/09/2010	MG	Review only-no rev. change
	02/24/2011	MG	Reviewed only-no revision change
F	03/16/2012	CO	Removed M. Giufre from header and replaced with C. Ondriezek. In #3 removed For Production Parts and added PPAP Samples, added Submit to Level 3 requirements in #3 and in #5 removed or maybe and added and called out under Significant characteristics etc. Under Quality Requirements for Production in #4 removed including 100% layout and added follow PPAP requirements, and under Note: removed warrant and added PSW's, added the in front of most and PPAP and added sentence Submit all Recertifications etc.
G	08/02/2016	SS	Reworded #4 to say Annual instead of Yearly and removed follow PPAP requirements and added as defined by customers PPAP requirements. Added by between material and suppliers in #6.

## **DIEMOLDING DELIVERY REQUIREMENTS**

The following delivery requirements must be adhered to unless otherwise waived in writing by the Diemolding Manufacturing Manager.

- Diemolding requires 100% on-time delivery performance.
- Vendors are expected to conform to all statutory and regulatory requirements.
- Vendors allow Diemolding and their customers to verify their products at the Vendor's premises.
- Material certifications must precede or accompany shipment.
- Material must be certified to customer specification as per purchase order.
- Steel parts must be free of rust and corrosion.
- Labels on containers must be legible, and contain part number, blend or lot number, quantity, revision level if applicable, etc.
- Raw material shipments cannot exceed 10% of the order quantity.
- Insert shipments cannot exceed 5% of the order quantity.
- Shipments cannot arrive more than one day prior to purchase order due date unless otherwise authorized.
- Shipments must be made utilizing 42" x 42" four-way wooden HEAT TREATED pallets.
- Shipments must be load locked and secured with either banding or stretch wrapping.
- Shipments are to be made with the carrier specified on the purchase order. If none is specified, then the carrier is the choice of the supplier.
- SDS (safety data sheets) should be included with the initial shipment and again should a change occur.
- Debit or credit memos must be sent to the Purchasing Department in order to be processed promptly.

**Subject: Supplier Evaluation**

**Prepared by:**

**Authorized by:**

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- 1.0 PURPOSE: To describe the process for evaluating and maintaining “Significant Characteristic Material Suppliers”.
- 2.0 SCOPE: Applies to all “Significant Characteristic Material Supplier” providing goods and/or services to Diemolding.
- 3.0 REFERENCES: Supplier Manual on DM web. site.  
Supplier Rating Program: MM-OP-03  
Supplier Survey, Form 139  
Approved Supplier List; Form 250
- 3.1 DEFINITIONS: SCMS: Significant Characteristics Material Supplier:  
A) Suppliers that provide raw materials, products and/or services to Diemolding that have critical safety or significant characteristics effecting form, fit, function and reliability of that material into our manufacturing process and resultant finished product.  
B) Suppliers mandated by our customers.
- Supplier Evaluation:  
A) Compliance to Supplier Manual  
B) Meets supplier rating criteria per MM-OP-03.
- B.O.: Blanket Order  
P.O.: Purchase Order
- 4.0 RESPONSIBLE: Manufacturing Manager  
Quality Engineers  
Quality Manager  
Buyer
- 5.0 PROCEDURE: See following flow chart.

**NOTE: Regarding Distributors:** From time to time, DMC Aftermarket must purchase product form distributors for resale to aftermarket customers. On these occasions, it is the responsibility of the DMC Manager, through the Distributor, to obtain a copy of the most recent ISO or TS Certification from the manufacturing facility that supplies the distributor with product.

If the manufacturing facility is not third-party certified to the latest ISO or TS Standard, a decision will be made by Diemolding management on whether to purchase product through said Distributor.

**Subject: Supplier Evaluation****Prepared by:****Authorized by:**

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The quality of the product received from a distributor must meet our current quality criteria. If product is questionable upon receipt, a decision will be made by the Material Review Board on whether to accept the product based on form, fit and function. If rejected, product will be rejected and returned to the distributor through our Materials Management Department.

- **Supplier Development:**

Diemolding requires all Significant Characteristic Material Suppliers (SCMS) to be certified to ISO9001, latest version, by an accredited third-party certification body. Conformance to ISO9001 is the first step in a longer term goal for suppliers to implement and comply with ISO\TS-16949. Depending on the importance and nature of the supplied product, SCMS's are required to comply with ISO\TS-16949 within a mutually agreed timeframe; unless extenuating circumstances prevent this from happening and an agreement is reached between the supplier and Diemolding.

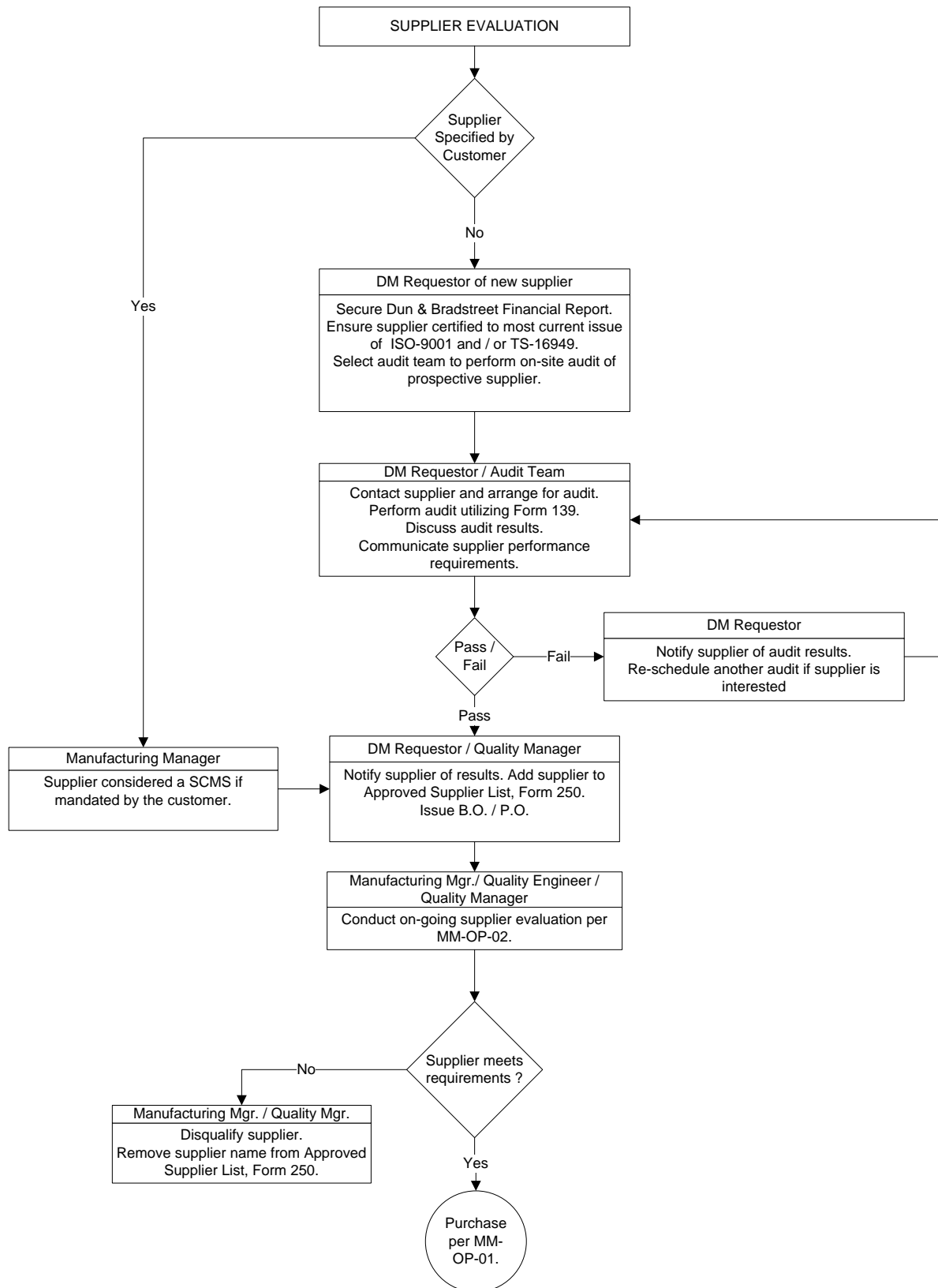
- **Existing Suppliers:**

Existing suppliers who have been supplying Diemolding for at least six months prior to the initial implementation of this procedure, and who are deemed a SCMS, and whose performance has been satisfactory, are grand-fathered onto the Approved Supplier List, Form 250.

**Subject: Supplier Evaluation**

**Prepared by:**

**Authorized by:**





**Subject: Supplier Evaluation****Prepared by:****Authorized by:**

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**REVISION HISTORY SHEET**

<b>Rev. Level</b>	<b>Date</b>	<b>Initials</b>	<b>Revision Description</b>
	04/19/2004	MG	New release.
A	10/15/2004	MG	Reviewed.
B	01/24/2006	MG	Reviewed.
C	01/05/2007	MG	Revised titles
D	01/07/2008	MG	Corrected Approved Supplier List form number
E	01/07/2009	MG	Minor wording changes
F	12/07/2010	MG	Minor wording changes
G	02/13/2012	CO	Removed M. Giufre from Prepared by and added C. Ondrizek.
H	07/26/2016	SS	Added Quality Manager to box with Manufacture Mgr./Quality Engineer.

# STANDARD OPERATING PROCEDURE

# MM-OP-03

**Subject:** Supplier Rating Program

**Prepared By:**

**Authorized By:**

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- 1.0 PURPOSE: To describe the procedure for rating Diemolding's "Significant Characteristic Material Suppliers"
- 2.0 SCOPE: Applies to " Significant Characteristic Material Suppliers "
- 3.0 REFERENCES: MM-OP-02: Supplier Evaluation  
QS-OP-05: Corrective Action
- 3.1 DEFINITIONS: Significant Characteristic Material Supplier:  
A) Suppliers that provide raw materials, products and/or services to Diemolding that have critical safety or significant characteristics effecting form, fit, function and reliability of that material into our manufacturing process and resultant finished product.  
B) Suppliers mandated by our customers.
- 4.0 RESPONSIBLE: Manufacturing Manager  
Quality Engineers  
Quality Manager
- 5.0 PROCEDURE:

On a monthly basis, the Quality Manager, enters the necessary data, as stated below, into the Supplier Rating excel spreadsheet, based on any quality, delivery, etc., issues, that may have come up during the month. If an unacceptable rating is generated, the Quality Manager forwards a copy of the rating to the supplier for corrective action as stated below.

The following explains the rating system and action required if a supplier fails to meet specific criteria.

## A. Supplier Quality Rating:

1. Each supplier is rated monthly in the areas of Quality, Purchasing and Delivery Performance.
2. The supplier begins each month with 100% in each category and points are added/deducted in each area by the applicable representative from each area. The ratings from the three areas are then averaged together.

**Subject:** Supplier Rating Program

**Prepared By:**

**Authorized By:**

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3. The overall ratings are reviewed monthly by a team made up of representatives from each area of the rating.
4. Suppliers with ratings at or below 80% overall are required to contact Diemolding Purchasing and schedule a Continuous Improvement Meeting to discuss issues and improvement actions. The supplier will be notified in this instance by Purchasing via email or fax. This is waived if they are already issued OFI's within the month.
5. Suppliers with ratings at or below 80% in any one area are required to contact the appropriate representative for the area and communicate in writing the corrective actions implemented/planned to improve their performance. This is waived if they are already issued OFI's within the month.
6. Suppliers with recurring ratings at or below 80% within three (3) months will be required to attend a Commitment Meeting at Diemolding. During this meeting, the supplier representative will be expected to present their plan for improving their performance to the Diemolding Supplier Quality team members.
7. Suppliers with ratings of 81% to 90% will be notified in writing or via email, and required to define a plan for improvement.
8. Suppliers with ratings ranging from 91% to 100% will not be notified of their ratings unless requested.

## **B. Criteria for Quality Rating:**

1. Ten (10) points will be deducted for each documented quality issue that is detected at Diemolding and does not reach the customer.
2. Twenty (20) points will be deducted for each documented quality issue that is detected at a customer location and causes a customer disruption, including field returns.
3. Twenty (20) points will be deducted for each documented quality and/or delivery issue that puts Diemolding into a "Special Status" category by a customer.
4. Five (5) points will be deducted for each "OFI" – Opportunity for Improvement, generated due to a shipment without PPAP approval or shipment without proper/incorrect paperwork and/or labeling.
5. Five (5) points will be deducted for each OFI that is overdue within the month.

**Subject:** Supplier Rating Program

**Prepared By:**

**Authorized By:**

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6. A Response Factor ranging from  $\pm 5$  points may be given as a result of the Supplier's Responsiveness to quality concerns and corrective actions.

### **C. Criteria for Purchasing Rating:**

1. Five (5) points will be deducted for each occurrence of Prototype, RFQ, Production PPAP and APQP deliveries that are past due.
2. A range of  $\pm 5$  points may be given as a result of positive or negative cost control actions taken by the supplier.
3. A Response Factor ranging from  $\pm 5$  points may be given as a result of the supplier's responsiveness to requests made by the Materials Management Department.

### **D. Criteria for Delivery Ratings:**

1. Five (5) points will be deducted for each occurrence of early, late or discrepant deliveries. Early deliveries are those received more than on day prior to Purchase order date; late deliveries are those received after the Purchase Order Due Date, unless otherwise agree to by the Diemolding Manufacturing Manager.
2. Twenty (20) points will be deducted for each occurrence of a late delivery that causes Diemolding to miss a promised delivery date to our customer. An additional ten (10) points will be deducted should there resultant incident cause Diemolding the need to ship our customer via premium freight.
3. A Response Factor ranging from  $\pm 5$  points may be given as a result of the supplier's responsiveness to schedule changes and other changes made by Diemolding Manufacturing Manager.

# STANDARD OPERATING PROCEDURE

# MM-OP-03

**Subject:** Supplier Rating Program

**Prepared By:**

**Authorized By:**

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## REVISION HISTORY SHEET

Rev. Level	Date	Initials	Revision Description
	04/19/2004	MG	New release for TS-16949
A	02/08/2005	MG	Annual review-no change
B	01/20/2006	MG	Reviewed – no change
C	01/05/2007	MG	Removed Materials Manager and replaced it with Manufacturing Manager in Responsible and under D in 1 and 2. Removed Assurance Coordinator from Quality and replaced with Quality Manager in Responsible and in first two paragraphs under Procedure.
D	01/07/2008	MG	Reviewed, minor wording changes
E	01/07/2009	MG	Reviewed
	01/08/2010	MG	Review only-no rev.level change
F	12/07/2010	MG	Reviewed;minor wording change.
G	02/13/2012	CO	Reviewed – Removed M. Giufre from Prepared By and added C. Ondriezek.
H	07/18/2016	SS	Under number 4 and 5 added This is waived if they are already issued OFi's within the month.

**Subject:** Corrective Action\OFI Procedure

**Prepared By:**

**Approved By:**

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1.0 PURPOSE: To establish a procedure that defines the action taken to eliminate the cause of non conformities in order to prevent recurrence.

2.0 SCOPE: Applies to customer concerns/rejections; supplier concerns/rejections; internal non-conformances; and ISO14001 non-conformities.

3.0 REFERENCES: QS-OP-03: Internal Audit  
QS-OP-07: Customer Satisfaction  
MM-OP-03: Supplier Rating Program  
Opportunity For Improvement, Form 17

3.1 DEFINITIONS: QMS: Quality Management System  
OFI : Opportunity for Improvement  
QE : Quality Engineer

Internal Audit: An audit performed within the facility including such audits as QMS Audits, product audits, process audits, layered audits, ISO14001 audits, etc.

External Audit: An audit performed at an outside facility; or an outside party relative to an ISO14001 concern/complaint.

OFI Team: Those individuals selected by the Quality Engineer / Quality Manager to participate in the OFI process.

Originator: The person initiating a non-conformance as the result of an audit; or the identification of a system/process deficiency.

4.0 RESPONSIBLE: Quality Engineer  
OFI Team  
Internal Auditor  
Quality Manager  
Environmental Manager  
Manufacturing Manager

5.0 PROCEDURE: See following flowcharts:

Chart # 1: Customer Concern/Rejection

Chart # 2: Internal Audits

Chart # 3: Supplier Concerns/Rejections

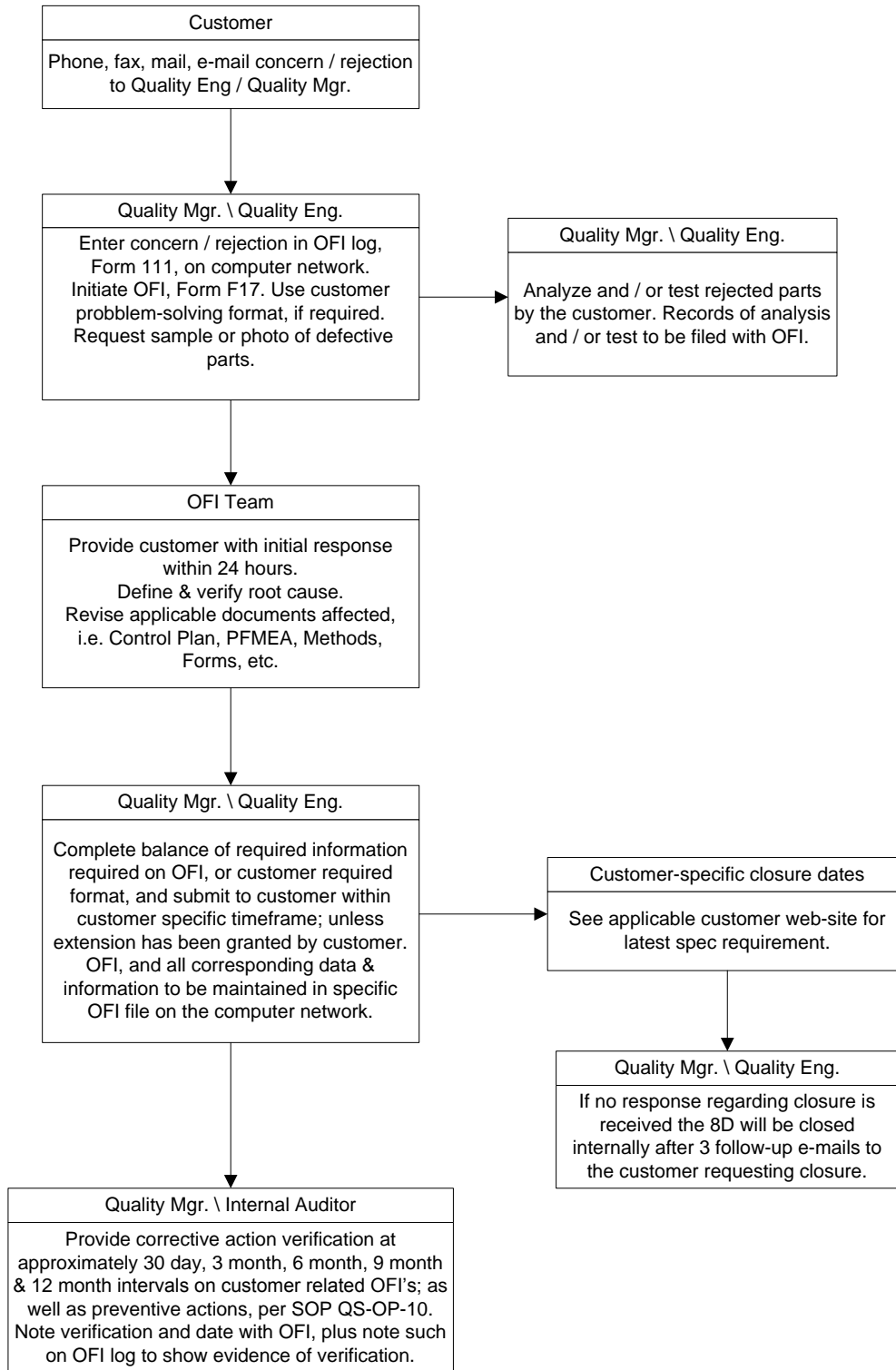
Chart #4: Internal OFI's by Department \ Area of Responsibility

**Subject:** Corrective Action\OFI Procedure

**Prepared By:**

**Approved By:**

CHART 1: CUSTOMER CONCERN / REJECTION



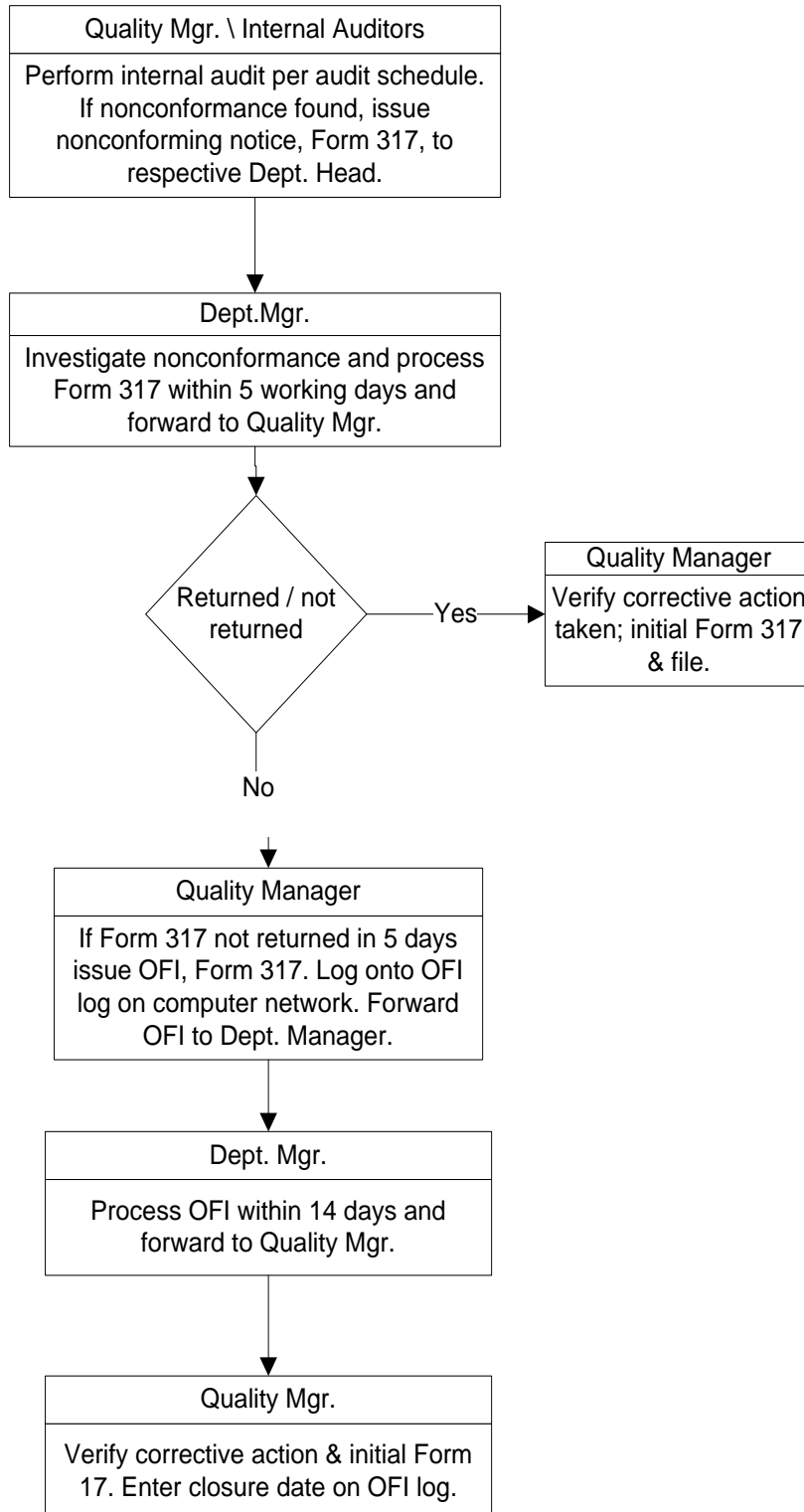
**Subject:** Corrective Action\OFI Procedure

**Prepared By:**

**Approved By:**

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CHART 2: INTERNAL AUDITS





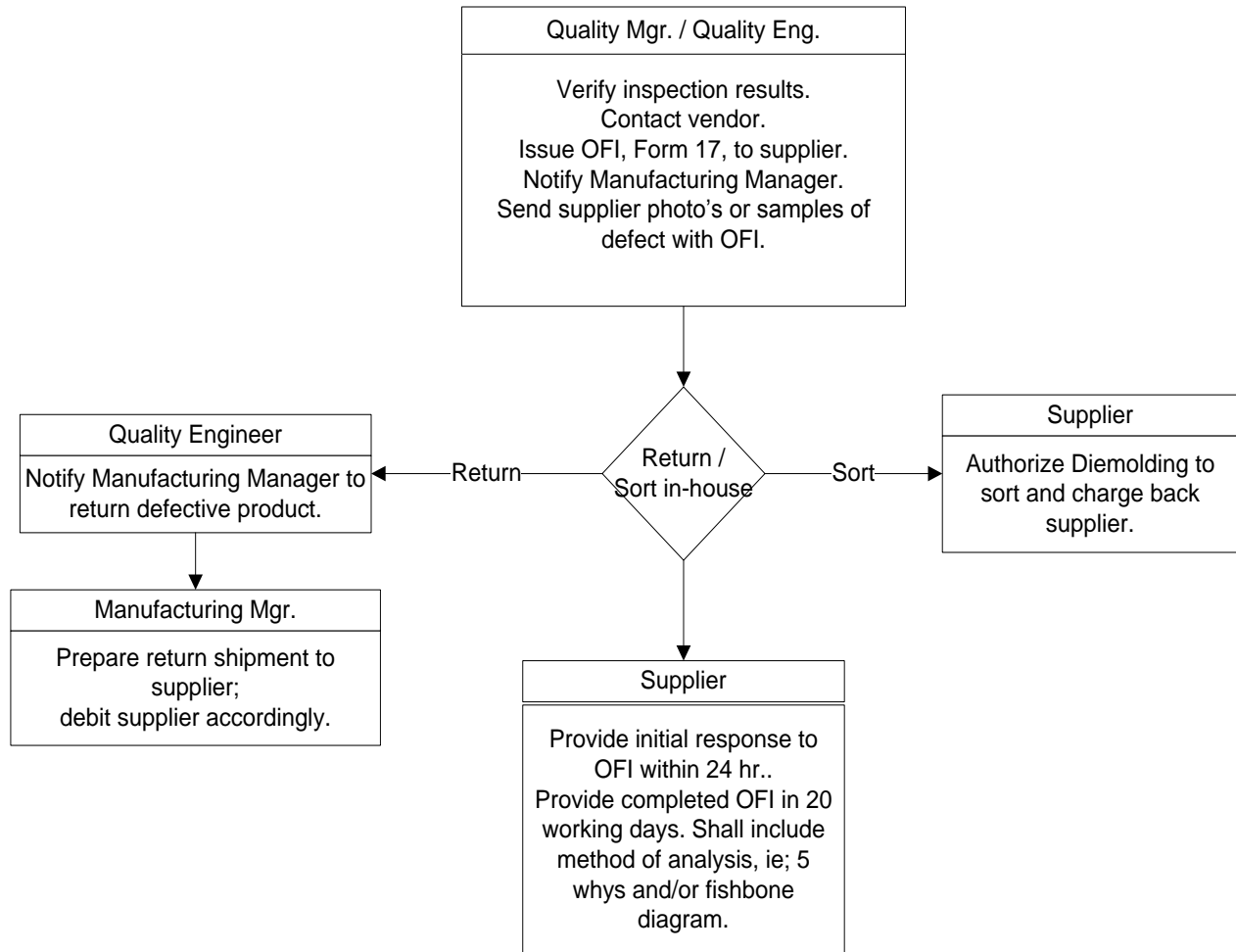
**Subject:** Corrective Action\OFI Procedure

**Prepared By:**

**Approved By:**

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CHART 3: SUPPLIER CONCERN / REJECTION

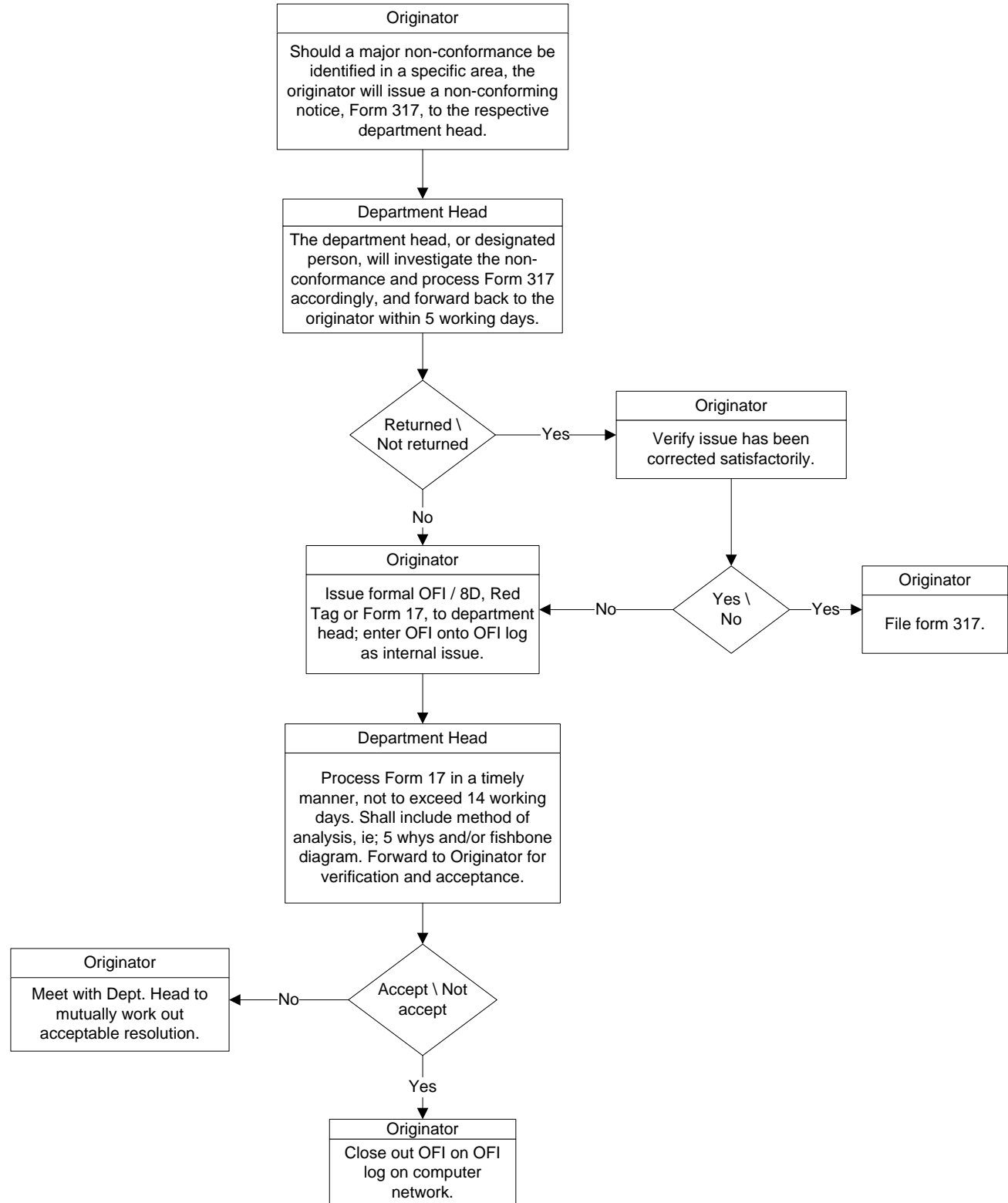


**Subject:** Corrective Action\OFI Procedure

**Prepared By:**

**Approved By:**

CHART 4: INTERNAL OFI'S BY DEPARTMENT \ AREA OF RESPONSIBILITY



**Subject:** Corrective Action\OFI Procedure**Prepared By:****Approved By:****REVISION HISTORY SHEET**

<b>Rev. Level</b>	<b>Date</b>	<b>Initials</b>	<b>Revision Description</b>
	03/01/2004	MG	New TS release.
A	08/25/2004	MG	Added Chart 5.
B	01/14/2005	MG	Revised cust OFI response Time box.
C	07/01/2005	MG	Deleted Chart5: DM-1 OFI team structure.
D	07/10/2006	MG	Up-dated cust. Info. Changed Matl's Mgr. to Mfg.Mgr.
E	05/29/2007	MG	Changed some job titles
F	05/27/2008	MG	Reviewed
	08/24/2009	MG	Reviewed
	06/30/2010	MG	Review only; no rev level chg.
	04/11/2011	MG	Reviewed; no change
G	08/07/2012	CO	Reviewed no changes needed.
H	09/03/2014	CO	Revised Chart #3 by removing Quality Inspector from flow chart.
I	09/30/2014	CO	Revised flow chart #2 changed 30 days to 14 days under 2 <sup>nd</sup> Department Mgr. box, chart# 3 changed 30 days to 14 working days. Shall include etc. under Supplier straight down from Return/Sort in house and chart# 4 changed 30 days to 14 days. Shall include etc. under 2 <sup>nd</sup> Department Head. Revised chart #1 added Quality Manager and Quality Engineer box under Customer specific closure dates. On chart #4 added major to first box. Under 2 <sup>nd</sup> Originator box added 8D, Red Tag and. At end of sentence added as internal issue.
J	07/11/2016	SS	Under Internal Audit added Layered Audit, under OFI Team added Quality Manager to Quality Engineer, under chart 1 removed f drive and added computer network in box 2 and 5, and added approximately to box 5 and with, under chart 2 removed f drive and added computer network under chart 3 under supplier removed 14 working days and added 20 and under chart 4 removed f drive and added computer network.

**Subject:** Engineering\ Material Specifications\Engineering Change Notice  
**Prepared by:**  
**Approved by:**

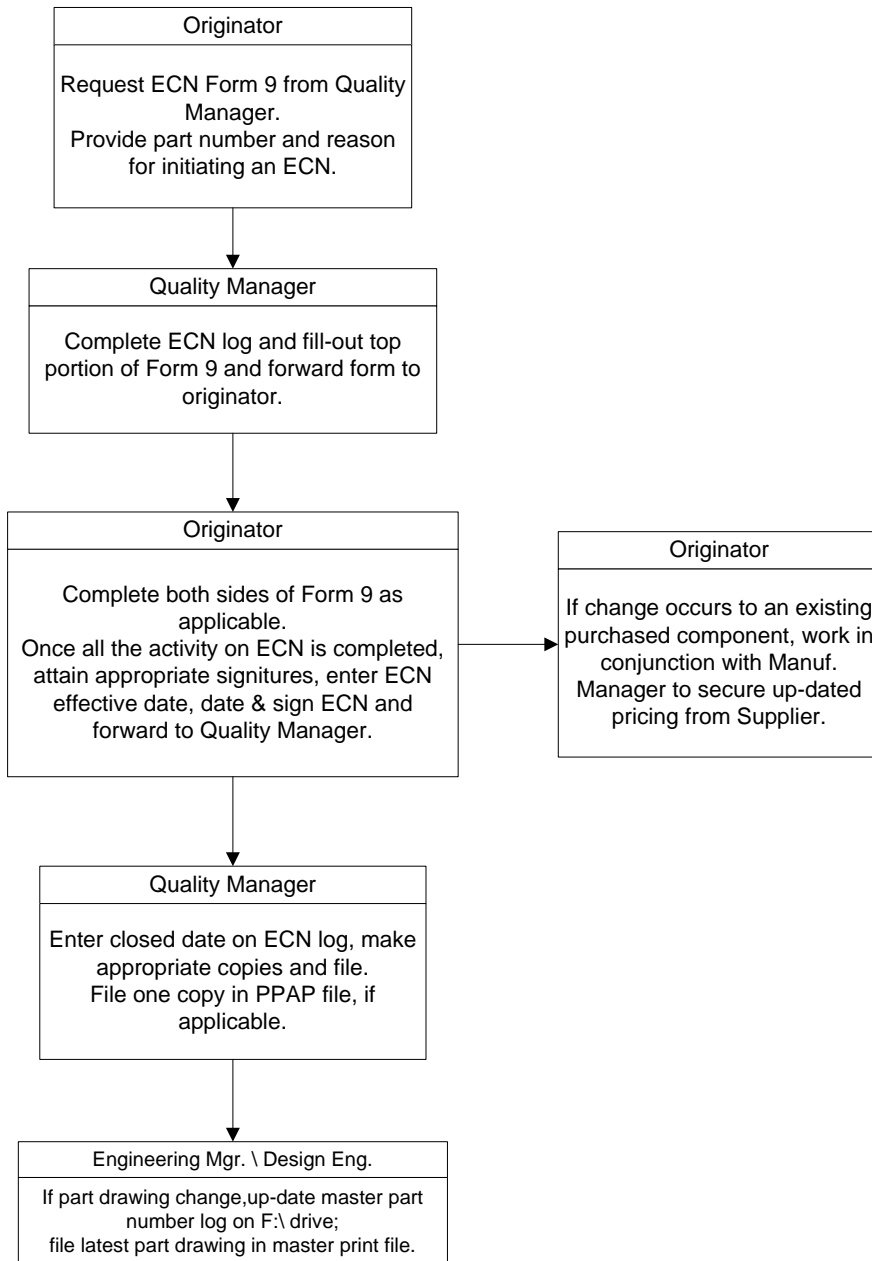
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- 1.0 PURPOSE:** To describe the process to assure the timely review, distribution and implementation of customer engineering & material standards/specifications and changes, part drawings, and to describe the process on initiating and processing an internal ECN( Engineering Change Notice ).
- 2.0 SCOPE:** Applies to customer engineering & material standards/specifications, and part drawings; significant changes in the product line, any environmental issues where a change in materials, processes, energy or waste generation, or disposal may affect the company; vendor related changes which affect form, fit , function of an existing purchased raw material or component used in the manufacturing process;
- 3.0 REFERENCES:** ECN Form 9
- 3.1 DEFINITIONS:** ECN: Engineering Change Notice: an ECN is generated for the purpose of documenting a change to an existing standard \ specification when there is the feasibility for greater quality, a cost change, a process improvement , a repair or replacement of molds, tools, or equipment, a revision to existing documentation, or any combination thereof.  
APQP: Advanced Product Quality Planning: The APQP Team members are comprised of individuals representing Engineering, Quality, Manufacturing, and Lab Personnel.
- 4.0 RESPONSIBLE:** General Manager  
Manufacturing Manager  
Quality Manager  
Engineering Manager  
Quality Engineer  
APQP Team Members  
Lab Personnel
- 5.0 PROCEDURE:** See following flow charts.  
  
Timely review should be as soon as possible; and not to exceed two working weeks unless there is a significant change to the production equipment that is to be implemented at all cells.  
  
Some process changes may or may not require customer approval. Refer to Customer Specific Requirements for specific requirements for affected customer.

**Subject:** Engineering\ Material Specifications\Engineering Change Notice  
**Prepared by:**  
**Approved by:**

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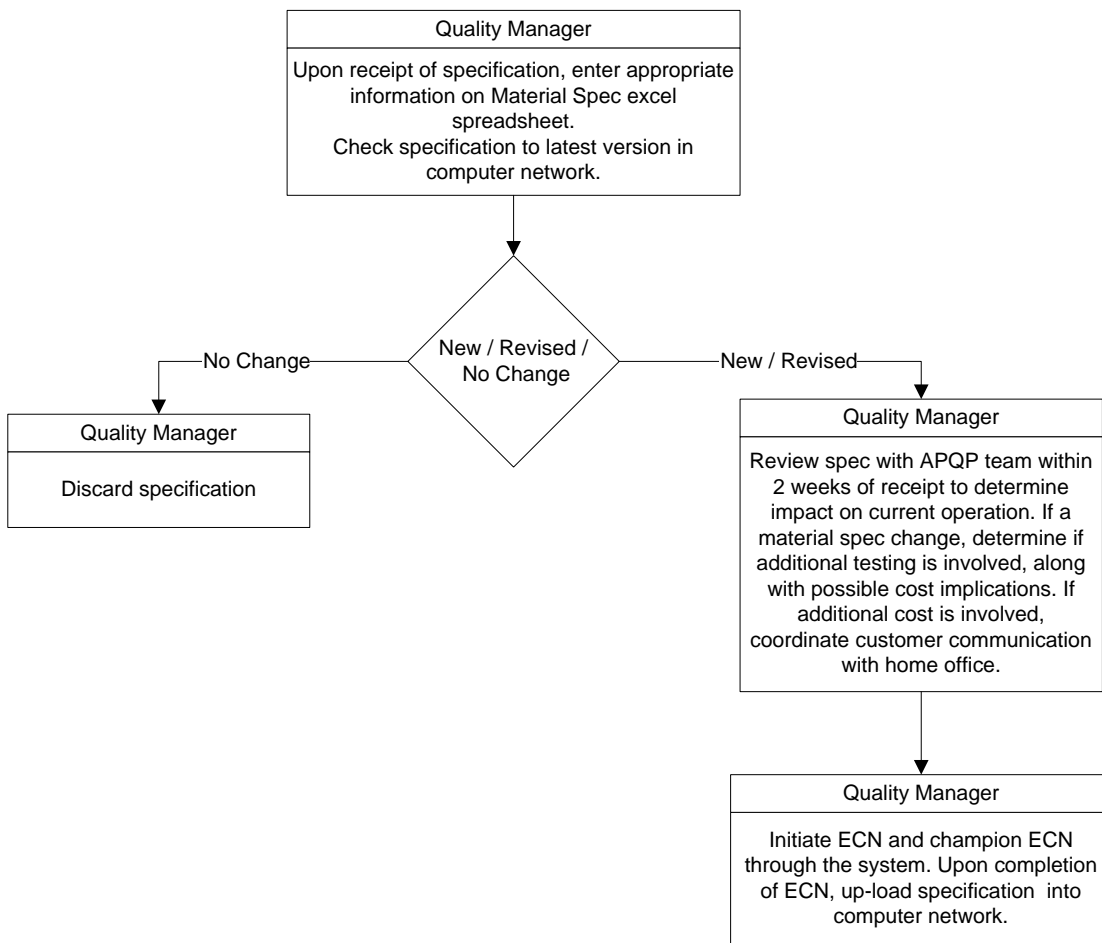
## ECN PROCEDURE



**Subject: Engineering\ Material Specifications\Engineering Change Notice**  
**Prepared by:**  
**Approved by:**

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Customer Engineering Standards / Specifications



# STANDARD OPERATING PROCEDURE

EG-OP-01

Subject: Engineering\ Material Specifications\Engineering Change Notice  
Prepared by:  
Approved by:

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## REVISION HISTORY SHEET

Rev. Level	Date	Initials	Revision Description
	04/22/2004	MG	New release for TS-16949
A	12/01/2004	MG	Added flow chart for material spec review
B	01/17/2005	MG	Changed Ass't to G.M to Engg.Ass't.
C	01/06/2006	MG	Changed Eng.Ass't to Qual.Assurance Coord.
D	06/13/2006	MG	Removed Qual Assurance Coord & added Sales Coord.
E	05/15/2007	MG	Removed Sales Coord and added Q.M.
F	06/19/2008	MG	Reviewed – minor changes
G	08/25/2010	MG	Reviewed – minor changes
H	10/29/2010	MG	Replaced President with Gen.Mgr.
	04/11/2011	MG	Reviewed; no rev level change req'd.
I	08/07/2012	CO	Reviewed no changes made.
J	07/26/2016	SS	On flow chart #2 removed e-Synergy and added computer network. Added verbiage to Scope. Under Timely review added unless there is a significant change etc.

DIEMOLDING CORPORATION

ENGINEERING CHANGE NOTICE

REF: S4.9

SPONSOR: \_\_\_\_\_

ECN NUMBER: \_\_\_\_\_

HW NO.: \_\_\_\_\_

ORIGINATION DATE: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

DESCRIPTION OF CHANGE: (FROM: -- TO:)

FROM:

TO:

REASON FOR CHANGE: (DETAILED EXPLANATION)

RECORDS AFFECTED:

\_\_\_\_ COST CARD \_\_\_\_\_ BILL OF MATERIALS \_\_\_\_\_ CP/FMEA/FLOW/OVERLAY \_\_\_\_\_ LATHE TOOLS
\_\_\_\_ METHODS \_\_\_\_\_ GAGES \_\_\_\_\_ TOOL DRAWINGS FROM: REV. LEVEL: \_\_\_\_\_
TO: REV. LEVEL: \_\_\_\_\_
\_\_\_\_ PURCHASE ORDER \_\_\_\_\_ PART DRAWINGS FROM: REV. LEVEL: \_\_\_\_\_
TO: REV. LEVEL: \_\_\_\_\_
\_\_\_\_ OTHER: (SPECIFY) \_\_\_\_\_

DISPOSITION OF INVENTORY:

IS CUSTOMER / VENDOR CONTACT REQUIRED: (circle one) YES \_\_\_\_\_ NO \_\_\_\_\_ (check one)

CUSTOMER / VENDOR CONTACT MADE BY: \_\_\_\_\_

- 1. PARTS/MAT'L IN PROCESS: QTY \_\_\_\_\_ \$VALUE \_\_\_\_\_ USE AS IS \_\_\_\_\_ SCRAP \_\_\_\_\_ OTHER \_\_\_\_\_
2. PARTS/MAT'L IN STOCK: QTY \_\_\_\_\_ \$VALUE \_\_\_\_\_ USE AS IS \_\_\_\_\_ SCRAP \_\_\_\_\_ OTHER \_\_\_\_\_
3. PARTS/MAT'L AT VENDOR: QTY \_\_\_\_\_ \$VALUE \_\_\_\_\_ USE AS IS \_\_\_\_\_ SCRAP \_\_\_\_\_ OTHER \_\_\_\_\_
4. OTHER: QTY \_\_\_\_\_ \$VALUE \_\_\_\_\_ USE AS IS \_\_\_\_\_ SCRAP \_\_\_\_\_ OTHER \_\_\_\_\_

EFFECT ON STANDARD COST ( +/-- ) \$ \_\_\_\_\_

ROLL STANDARD COST: YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, DATE OF COST ROLL \_\_\_\_\_ BY: \_\_\_\_\_

APPROVALS:

PRODUCT LINE ENGINEER

QUALITY ENGINEER

ENGINEERING MANAGER

MAINTENANCE MANAGER ( CUTTING TOOL ISSUES ONLY )

MANUFACTURING/MATERIALS MANAGER

PLANT SUPERVISION

ENVIRONMENTAL/QUALITY MANAGER

DMC MANAGER

MANDATORY CC:

PPAP FILE

SEE CHECKLIST ON REVERSE SIDE



**DIEMOLDING CORPORATION**

**ENGINEERING CHANGE NOTICE**

**CHECKLIST FOR ECN CLOSURE**

	YES	NO	N/A	COMMENTS
Have all signatures been obtained?	_____	_____	_____	_____
Any Method, SOP, Form change required ?	_____	_____	_____	_____
New part drawing revision level ?	_____	_____	_____	_____
Do packaging / labels require change?	_____	_____	_____	_____
Was cost card changed and cost rolled?	_____	_____	_____	_____
Were outside vendors notified of change?	_____	_____	_____	_____
Were part dwgs. replaced in file;old ones obsolete and filed?	_____	_____	_____	_____
Was the Revision Log updated thru Design?	_____	_____	_____	_____
Was Bill of Materials changed?	_____	_____	_____	_____
Was Purchase Order and/or Blanket Order changed?	_____	_____	_____	_____
Was item master in Navision changed?	_____	_____	_____	_____
Did the flow chart, control plan, or PFMEA require change ?	_____	_____	_____	_____
Was the part overlay revised ?	_____	_____	_____	_____
Was Cutting Tool Form 465 updated?	_____	_____	_____	_____
Is Re-PPAP required?	_____	_____	_____	_____

**FOR NEW PARTS ADDED TO SYSTEM**

Added to Recert Schedule-Int. and / or Ext.	_____	_____	_____	_____
Added to PM program in maint & mold repair	_____	_____	_____	_____
Copy of approval in PPAP file - copy to scheduling	_____	_____	_____	_____
Add to Lab contamination testing-if applicable	_____	_____	_____	_____
Add to PreLaunch list	_____	_____	_____	_____
Add to product audit schedule	_____	_____	_____	_____
Add to final audit production paperwork	_____	_____	_____	_____
Copy of CP, PFMEA & Flow to master file	_____	_____	_____	_____
Add to visual defect guide if required.	_____	_____	_____	_____
Copy to shipping for part number and revision level for labels	_____	_____	_____	_____
Add to material cert if new customer	_____	_____	_____	_____
Add to R & R schedule	_____	_____	_____	_____
Add to calibration system	_____	_____	_____	_____
Was copy given to Sales Admin for billing ?	_____	_____	_____	_____
Were all required copies of ECN distributed ?	_____	_____	_____	_____

SPONSOR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**DIEMOLDING CORPORATION**

**ENGINEERING CHANGE NOTICE**