


Production Control Supplier Manual

Section Packaging	Title Packaging and Lot Size Changes	Control No. PKG-011
Date Issued : 8-13-09		Date Revised : 5-20-11 (New format) 

Purpose:

To define DMMI's requirements for lot size and packaging changes.

Responsibility:

I. DMMI Production Control Engineering (PCE)

A. General Responsibilities

- Investigate all proposals for lot size changes from internal departments and suppliers.
- Request updated packaging specifications.
- Inform departments of packing or lot size change

II. DMMI Material Control (MC) and Production Material Planner (PMP)

A. General Responsibilities


- Material Control will investigate current inventory.
- MC and / or PMP coordinate timing of change over with supplier, customer and internal departments and establish effective dates.
- * MC or PMP to add effective date to packaging specification.

III. Supplier

A. General Responsibilities

- Propose new lot size, if asked, by checking what will fit into the packaging.
- Update the packaging spec. and send it to either the correct engineer, or send it to DMMI_Specs@denso-diam.com
- Coordinate with material control on the timing of the change over.
- Start shipping to meet new lot size or packaging on the established effective date, which is noted on bottom of packaging specification.

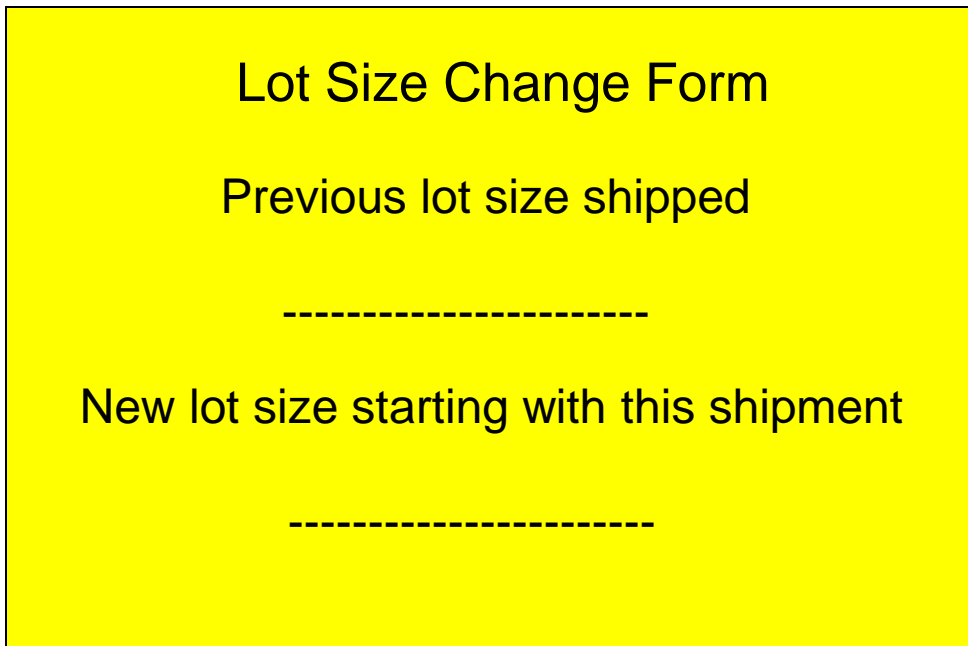
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- Once the approved packaging spec is e-mailed back to supplier, the supplier needs to e-mail back that they have received the spec and acknowledge the changes that are going to occur to DMMI_Specs@denso-diam.com.

NOTE: If the firm order in the system is not divisible by the lot size in your system, make sure to call your material control contact to investigate. Just shipping as “is” and making the rest of the order up with a partial without checking with your contact is not acceptable.

- * The first three shipments in the new lot size must be tagged on all four sides with “Lot size Change Form” (refer to Form FRM-003). This form must be printed on yellow paper.



Lot Size Change Form

Previous lot size shipped

New lot size starting with this shipment

* Denotes change

End of Procedure