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## Production Control Supplier Manual

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Control Number

DES-001

### POLICIES AND GUIDELINES

LEVEL/SECTION

**DESIGN**

TITLE

**DESIGN CHANGE**

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#### PURPOSE

To provide a method for communicating changes to any component or A-part.

#### RESPONSIBILITY

DMMI Supplier Focus, DMMI Purchasing and the supplier are responsible for coordinating all design changes.

#### DESIGN CHANGE DEFINITION

A design change is any change made to a part. It could be a change in raw material, color, dimension, shape, or a part could be added or deleted from an assembly.

#### PROCEDURE

- DMMI Purchasing and Supplier Focus will receive notification of the design change from DMMI Product Design.
- DMMI Purchasing will contact the supplier sales department regarding the design change. DMMI Purchasing will send an engineering drawing of the new part to the supplier.
- DMMI Supplier Focus will contact their representative at the supplier to determine timing of the change. At this time the Supplier Focus specialist may request an inventory of finished product, work in process and raw material. Based on this information, the Supplier Focus specialist will determine a changeover date.
- If this change involves a die modification, advance production requirements will be handled with the DMMI Supplier Focus specialist and their supplier representative.
- When the DMMI Supplier Focus specialist knows the timing of the change they will modify the Material Release.

There are two types of design changes:

**RUNNING CHANGES** - This means that the timing of the change will occur when the stock of the old part has been depleted. It is very important that the supplier get an accurate inventory of the old part.

**NOTE:** The supplier ensures that the old stock is depleted before they ship the new stock.

**NON-RUNNING CHANGES** (usually from the start up of a Model Year) - This means that a specific date has been set for the design change to happen, regardless of inventory levels. In most cases the date is set far enough in advance to allow for proper planning.

**NOTE:** It is very important that the supplier keep an accurate inventory to avoid any dead stock.

- \*All design changed parts must be labeled with a yellow Design Change tag identified with the design change number.

**NOTE:** The tag should be placed in the envelope in front of the AIAG label so it is clearly visible.

- The supplier must attached Design Change labels to the first three shipments of the new part.
- If the part number changes due to the design change, the new AIAG label must be used.
- The old and the new parts must not be mixed. The supplier must also ensure that the manifest reflects the new part number.

\* DEAD STOCK CLAIM -

You will have 5 (five) days from last shipment to file a dead stock claim with DMMI.

- A copy needs to be sent to your Purchasing contact
- A copy needs to be sent to your Supplier Focus contact.

**Note:** Late claims will not be accepted.

\* denotes change in procedure