1.0 PURPOSE / SCOPE:

1.1 This procedure will be used by all TI Fluid Systems Divisions globally for managing product, process and material changes requested by Suppliers. This procedure also defines the process for temporary deviations.

1.2 This procedure applies to all production and service part Suppliers including customer directed suppliers.

1.3 Customer Specific Requirements shall also be considered when reviewing change requests submitted by suppliers.

2.0 RESPONSIBILITIES:

2.1 The Process Owner is the Global Director Corporate Quality Systems.

2.2 **Supplier:** Supplier has the responsibility to indicate changes to TI Fluid Systems on the Supplier Request Change Approval form (SRCA) and to monitor and control this change process. The Supplier shall guarantee that TI Fluid Systems receives only products that are fully approved by TI Fluid Systems and its Customers.

2.3 **TI Fluid Systems Purchasing Representative:** The TI Fluid Systems Purchasing Representative is the Supplier contact person. TI Fluid Systems Purchasing Representative receives the SRCA form, logs it into the appropriate system / database and initiates the Supplier Change Request approval process by initiating a “kick-off” meeting with the relevant operational manufacturing plants and the involved Business Unit members. In some instances, a quality representative (instead of a purchasing representative) may log and initiate the SRCA approval process depending on organizational structure and cross-functional agreement.

2.4 **TI (Program Manager) / Team Leader:** The TI Fluid Systems Team Leader monitors and controls the change management process from the login of the change request and kick-off towards customers until the implementation of the change. The TI Fluid Systems Team Leader is defined and nominated after the receipt of the change request during the “kick-off” meeting with the relevant operational manufacturing plants and the involved Business Unit members.

3.0 DEFINITIONS:

3.1 Abbreviations:

Abbreviation	Signification
APQP	Advanced Product Quality Planning
CFT	Cross Functional Team
IMDS	International Material Data System
OEM	Original Equipment Manufacturer
PPAP	Production Part Approval Process
REACH	Registration, Evaluation, Authorization and restriction of Chemicals substances
RFQ	Request For Quote
SQA	Supplier Quality Assurance
SRCA	Supplier Request for Change Approval

3.2 Types of Changes:

3.2.1 **Product:** Any change to the product or to specifications / tolerances for the product. For example, this could include changes in how a product is dimensioned and potentially changes to datums. Any change to the product after PPAP must be approved by TI Fluid Systems prior to implementation and shipment of product.

3.2.2 **Process:** Any change to the way or the **location** the product is produced, handled, packaged / shipped and any change to how the part is inspected or qualified. For example, this could include changes to gauges, fixtures or other devices that are used in the process to disposition the product. Any change to process after PPAP must be approved by TI Fluid Systems prior to implementation and shipment of product. Rework and Repair shall also be managed via this process per the requirements in IATF 16949.

3.2.3 **Material:** Any change to the raw materials used to produce a product for TI Fluid Systems including changes of the source; even if it is the same material. For example, this includes using alternate materials even if they are listed on specifications and drawings. Any change to raw material after PPAP must be approved by TI Fluid Systems prior to implementation and shipment of product.

3.2.4 **Deviations:** There are also times when "temporary" product, process or material changes or **Deviations** are needed. These are typically for emergency situations only and the change is not intended to be permanent. Deviations will be managed using the same process and the same forms as permanent changes; but will be approved only for specific time periods or quantities. The maximum acceptable time for a Deviation is **60 days**.(Time can be extended if written approval is given by TI Fluid Systems and the Customer where required)

3.2.5 **Supplier Requests:** Suppliers may request a change to product, process or material for a variety of different reasons including but not limited to:

- Support continuous improvement efforts
- Improve Quality / Correct existing quality problem, rework and repair
- Unplanned / Unexpected issue with product / process / material
- Maintenance / repair of tooling, gauging or equipment
- Sub-Contractor issue / Sub-Contractor Change
- Manufacturing Location change

These definitions also apply to any sub-contractor or Tier "N" Supplier changes.

3.3 Lead Time Requirement

Suppliers must provide TI Fluid Systems with sufficient lead time to allow the approval process and proper management of the proposed change. Changes require OEM approval and many changes require validation testing and production trials to verify the quality of the product and process.

The following is the minimum amount of time required after approval to proceed for TI Fluid Systems to consider a proposed Supplier product, process or material change:

Product: 120 days minimum

Process: 60 days minimum

Material Change: 180 days minimum

NOTE: These times are minimum but the actual time will be determined based on the requirements for properly approving the requested change.

Suppliers that implement or proceed with changes without written approval from TI Fluid Systems could be considered in violation of contract and Supplier will be responsible for any / all consequences.

4.0 REFERENCES / ASSOCIATED DOCUMENTS:

4.1	CP-7-ALL-50	Corporate Document Control Procedure
4.2	CP-8-ALL-41	Global Supplier Requirements Manual
4.3	CP-8-ALL-42	Corporate Sourcing Committee Supplier Selection
4.4	CW-8-ALL-423	TI Production Order Terms & Conditions http://www.suppliers.tiautomotive.com/purchasing_downloads_and_web_guides.html
4.5	CP-8-ALL-48	Supplier APQP Procedure
4.6	CF-8-ALL-0500	PPAP Submission, Review and Approval Workbook Contains: • Supplier Request for Change Approval (SRCA) • SRCA Stop Sign
4.7	AIAG Production Part Approval Process (PPAP) guidelines	

5.0 PROCEDURE DESCRIPTION:

5.1. Initiate Change

5.1.1. **Supplier submits request for product/process change:** The following steps will be followed by Suppliers wishing for TI Fluid Systems to approve a product / process change:

5.1.1.1. Supplier initiates process by submitting the SRCA to TI Fluid Systems Purchasing Representative.

Unless otherwise directed by TI Fluid Systems, the Supplier should submit the SRCA and include the following information at a minimum:

- Supplier Contact Data (Supplier plant(s), responsible contact, telephone and mailing address
- Part number and part description
- Reason for change
- Which TI Fluid Systems locations are affected
- Detailed timing plan for the change
- Bank plan / Launch plan / Lot control / Containment
- Validation / verfication process

5.2. Log In to IT System

As part of the submission / approval process, the Change Request will be logged into the appropriate change management tracking system and a tracking number will be assigned. The tracking system can be based on a database (i.e. PLM) or can be otherwise defined by the Division.

5.3. **Initial Review for changes requested by Supplier**

The TI Fluid Systems Purchasing Representative will verify the document for completeness. If the submission is not complete for any reason, the request will be returned to the Supplier to make corrections. The process will then start over again.

NOTE: The lead time requirement starts the day the SRCA is approved.

5.4. **Review of Request**

Once the submission is deemed complete (i.e. has all the necessary inclusions) the document will be submitted to the Team Leader for further handling internally per the APQP process. The definition and nomination of the Team Leader is described in Divisional specific Quality Management System documentation. The change might trigger the TI Fluid Systems purchasing process with consequences wherin relevant information will be forwarded to Suppliers who will be asked to complete a “Request for Quote” (RFQ).

5.5. **Disposition of Request**

5.5.1. The Change Request will be dispositioned by TI Fluid Systems. TI Fluid Systems may have to obtain Customer approval before any changes / deviations can be approved.

5.5.2. Suppliers will be responsible for any and all costs to TI Fluid Systems for changes and deviations they initiate including validation and testing costs if required.

5.6. **Respond to Supplier**

Upon completion of the review and disposition of the request, the decision will be recorded on the SRCA form and the Supplier will be contacted and notified of the results. The SRCA form and any supporting information will be returned to the Supplier; including any pertinent requirements identified by TI Fluid Systems for the Supplier.

All identified requirements must be completed by the Supplier and agreed to by TI Fluid Systems before the Supplier is to begin the change.

Should the submission be rejected at any point after logging into the document “Reasons for Rejection” must be recorded within the “Reason for Rejection or Qualifying Conditions of Acceptance” block on the form.

5.7. **Close the Request**

The Supplier change request for a permanent change is closed by the following:

5.7.1. The Supplier shall submit the required PPAP documentation, which must be checked and accepted by TI Fluid Systems.

5.7.2. The TI Fluid Systems user plant(s) shall close all relevant APQP requirements related to the change.

5.7.3. TI Fluid Systems user plant(s) shall document the "First use, production and delivery of Part" at change implementation. (SRCA Stop Sign)

5.7.4. TI Fluid Systems Team Leader or otherwise defined responsible employee shall close the Change Request in the relevant IT solution.

The Supplier change request for a temporary change is closed by the following:

5.7.5. The TI Fluid Systems user plant(s) shall follow all relevant APQP requirements related to the temporary change.

5.7.6. The TI Fluid Systems user plant(s) shall register the "First use, production and delivery of Part" of the temporary change. (SRCA Stop Sign)

5.7.7. The TI Fluid Systems user plant(s) shall register the "Last use, production and delivery of Part" of the temporary change. The TI Fluid Systems user plant(s shall return to approved conditions.

5.7.8. TI Fluid Systems Team Leader or otherwise defined responsible employee shall close the Change Request in the relevant IT solution.

6.0 EFFECTIVENESS AND EFFICIENCY METRICS

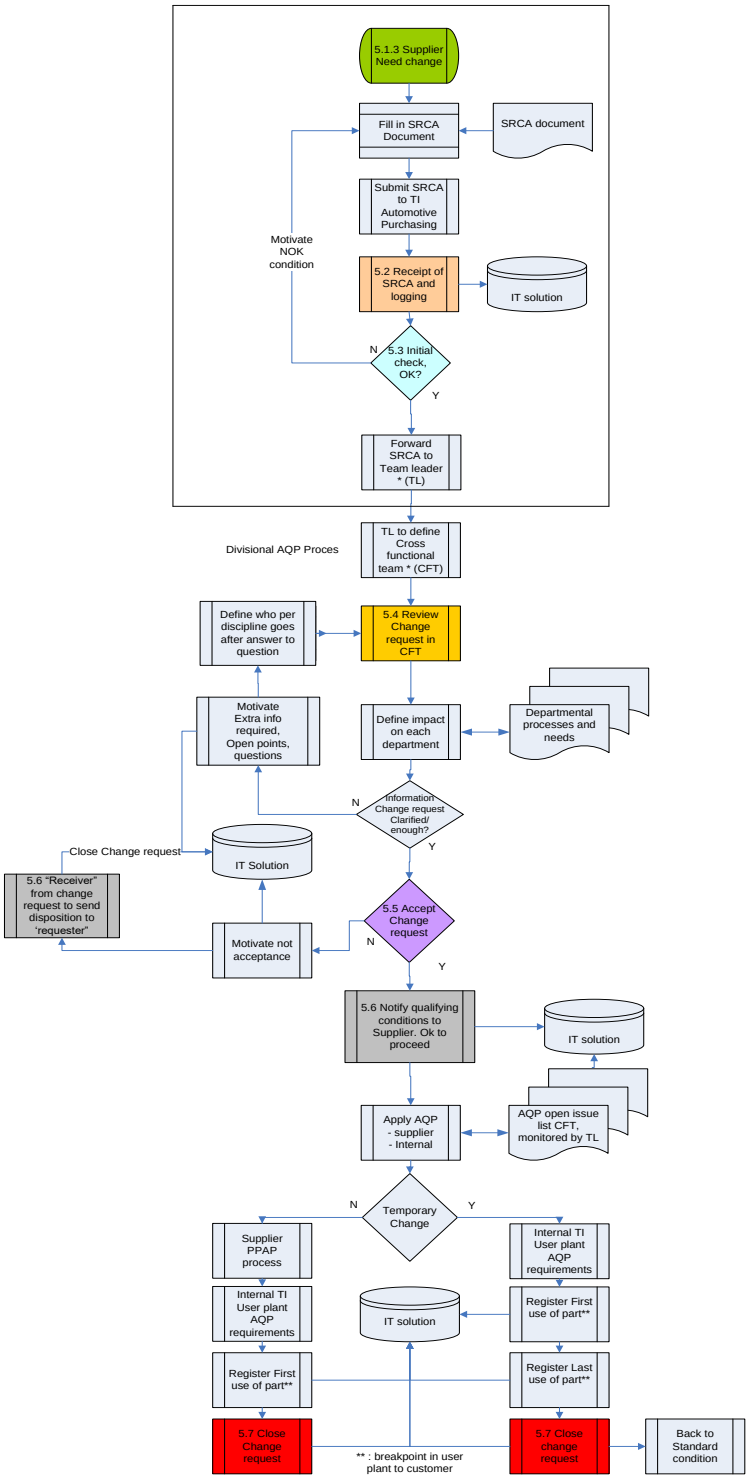
1) Document change approval timing (As requested) On time to production/SRCA Day Tracking No overdue or non-approved (Effectiveness)
2) Engineering validation (As required) 100% validated prior to use (Green status) (Efficiency)

7.0 PROCESS RISK ASSESSMENT TABLE

RISK / OPPORTUNITY	POTENTIAL IMPACT	CONTROL & ACTIVITY
Changes could potentially be implemented without proper verification, validation and approval.	Adverse affect on assembly or final product. Customer dissatisfaction	Internal and 3rd party audits in defined intervals. Management review to identify gaps and defined corrective actions.
Lot control and tracability could be lost or out of sequence during process/ product changes.	Inability to contain lot if quality concern occurs in the field.	Incoming inspection/product and document control for recieved materials. Management review to identify gaps and defined corrective actions.
Temporary changes could go longer than approved/ permanent corrective actions could be delayed or not implemented.	Excessive costs, delay in closing customer concern and change document	Management review, including customer feedback data, to identify gaps and defined corrective actions. KPI monitoring of efficiency and effectiveness of business processes.
Customer Specific Requirements for managing change could be missed and not satisified.	Business process is not compliant to IATF 16949 and CSR. Customer dissatisfaction	Management review on various management levels to identify gaps and defined corrective actions.
Supplier could implement a change without TI knowledge/approval.	Delivery of nonconforming product to customer.	Management escalation and reaction definition for various levels of the organization.

REFERENCE ONLY ONCE REMOVED FROM SYSTEM

8.0 PROCESS FLOW:



REFERENCE ONLY ONCE REMOVED FROM SYSTEM

9.0 REASON FOR CHANGE TABLE:

REVISION LETTER	REVISION DATE	DESCRIPTION OF CHANGE	APPROVAL HISTORY
A	02nd December 2011	Initial Release of Supplier Change Management Procedure	Global Quality / Purchasing Leads
B	20th February 2012	Changed to Corporate number scheme - From GQPS-30-15 to CP-30-ALL-15	Global Quality / Purchasing Leads
C	22nd February 2016	Review by Purchasing Core team: - Modified approvers - 4.2 Corrected document number	Global Corporate Purchasing Director*
D	7th March 2018	Modified to align with IATF 16949 and number changed from CP-30-ALL-15 to CP-8-ALL-45	Global Director Corporate Quality Systems
E	25th July 2018	Change section 2.3 and added clarification that a "kick-off" meeting must be organized. Change section 2.4 and added that the Program Manager for the requested change is defined during the kick-off meeting. Added 6.0 Effectiveness and Efficiency metrics	Global Director Corporate Quality Systems
F	1st October 2018	4.6- Added reference to CF-8-ALL-4501 Stop Sign 5.7.3- Added reference to CF-8-ALL-4501 Stop Sign 5.7.6- Added reference to CF-8-ALL-4501 Stop Sign	Global Director Corporate Quality Systems
G	7th January 2019	7.0 Added risk assessment for process	Global Director Corporate Quality Systems
H	9th April 2019	Removed reference to CP-8-ALL-47 Supplier PPAP Procedure	Global Director Corporate Quality Systems
I	26th October 2021	TI Fluid Systems was TI Automotive multiple locations 4.6 – CF-8-ALL-0500 was 4.6 CF-8-ALL-4500 Supplier Request Change Approval Form and CF-8-ALL-4501 Stop Sign 5.6 – Reference to CF-8-ALL-4500 removed 5.7.3 – Reference to CF-8-ALL-4501 removed 5.7.6 – Reference to CF-8-ALL-4501 removed	Corporate Quality Systems Director