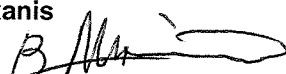


# DCI PROCEDURE

<b>SUBJECT: DISK DRIVE AND IVS SUPPLIER CHANGE NOTIFICATION PROCESS</b>	<b>REVISION: 00</b>	<b>NUMBER: QA-P-100 ISSUE DATE: 11/3/2008 LAST REVISION DATE: 11/3/2008 PAGE: 1 of 4</b>
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<b>ORIGINATOR: Brenda Misukanis OWNER: Brenda Misukanis APPROVED BY NAME:  APPROVER'S TITLE: Global Quality Systems Mgr</b>	<b>DOCUMENT CONTROL ADMINISTRATOR:  Thai Ngo</b>
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## 1.0 SCOPE:

- 1.1 **PURPOSE:** To establish the procedure for suppliers to follow when they wish to make changes to a product, process, machine, or to anything that directly affects the quality, cost, delivery, performance, appearance or otherwise alters the condition of the material as was agreed to in the original EN standard, packaging specification, or other purchasing agreement
- 1.2 **APPLICABILITY:** This procedure applies to all companies who supply product to Donaldson's Disk Drive and IVS Business Units when any change that causes a difference in conditions concerning the supply chain, materials, manufacturing process (part specifications, inspection methods, production sites, manufacturing methods/practices, tools/fixtures/jigs/dies, or other production equipment) is requested by either Donaldson or the Supplier. For further clarification as to which changes require use of this process, please refer to the table listed in Appendix 1 below.

## 2.0 DEFINITIONS/ABBREVIATIONS:

- 2.1 SCP – Supplier Change Proposal
- 2.2 QA- Quality Assurance
- 2.3 DE – Design Engineer
- 2.4 QMS – Quality Management System
- 2.5 PCP – Process Change Proposal

## 3.0 APPLICABLE FORMS AND DOCUMENTS:

- 3.1 Supplier Change Proposal Process Flow Chart (QA-P-100A)
- 3.2 Supplier Change Proposal Form (QA-F-100)
- 3.3 Process Change Management Procedure (DE-P-160)
- 3.4 Engineering Change Order Procedure (DE-P-010)
- 3.5 SCN Database

## 4.0 ADMINISTRATIVE REQUIREMENTS:

- 4.1 **Supplier** – responsible for contacting Donaldson for changes listed as "Donaldson Approval Needed" in Appendix 1 below and completing the "Supplier" section of the QA-F-100 form to request that these changes be implemented. If the supplier has questions regarding the change categories or regarding any fields on the QA-F-100 form, they should contact the appropriate Donaldson representative for resolution.
- 4.2 **Change Coordinator**- responsible for assigning change proposal numbers, maintaining the SCP database, notifying suppliers of approved/rejected SCPs, and for internally distributing and filing completed SCPs

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- 4.3 Originator – responsible for initiating all SCP forms on behalf of the supplier (as defined by the fields listed in the “Originator” section of the QA-F-100 form) and coordinating with the supplier to determine what supporting documentation is needed for gaining acceptance of the change.
- 4.4 QA, DE, Supply Chain Mgr, Sales and Purchasing staff (SCP Review & Approving Committee) – responsible for reviewing and then approving (or rejecting) the proposed changes.

\*Note: Sales may be consulted for any SCP, but only needs to approve SCPs for significant changes such as when more than one plant is affected or the change directly affects a saleable finished good.

## 5.0 WORK INSTRUCTIONS:

- 5.1 The supplier notifies Donaldson that they would like to request a change be made. Changes that need to follow the process below are included, but not limited to the items listed in appendix 1 below.
- 5.2 Upon receiving this request, the originator should contact the Change Coordinator to obtain a change proposal #.
- 5.3 The change coordinator will receive this request and subsequently assign each SCP its own unique # as is tracked in the SCN database.
- 5.4 The originator then completes the top section of the SCP form (QA-F-100), and submits the form to the supplier for their input.
- 5.5 Supplier should receive form from the originator and complete sections designated as “supplier”. Work with originator to determine the appropriate supporting documents need for approval of the change and then subsequently create and submit those documents to the originator.
- 5.6 The originator then reviews the SCP form (and any attached supporting documentation) after it has been returned from the supplier in order to determine if there are additions/modifications that should be made to the proposal. Once he/she is satisfied with the form and its supporting documentation, he/she should submit the change form to the QA representative who is acting as part of the approving “committee”.
- 5.7 Upon receipt of QA-F-100 form with the “Originator” and “Supplier” sections completed and any applicable supporting evidence the SCP Review & Approving Committee should discuss with originator to the change implications, review the supporting documentation and either grant or deny approval for the change.
- 5.8 If the change affects more than 1 manufacturing facility or it directly affects a saleable finished good, the SCP Review & Approving Committee should share the SCP with the appropriate Sales representative to determine if customer approval of the proposed change is also needed.

Note: If a SCP is approved for a material change, the originator will also have the follow up action of updating or ensuring that the Engineering Standard (EN) is updated accordingly.

- 5.8.1 If customer approval is not needed, sales can review and approve the form on the customer’s behalf or can skip the approval process if they choose.
- 5.8.2 If customer notification is required, the sales representative will be responsible for obtaining the customer’s approval prior to approving the SCP and starting the PCP process accordingly.
- 5.9 Once the approvals are completed the SCP Review & Approving Committee will forward all approved SCN packets to the Change Coordinator for supplier notification and distribution.

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5.9.1 If the SCP is rejected, the SCP Review & Approving Committee will work with Originator and Supplier for any SCPs that are “denied” to obtain more data (where necessary) or begin a new/revised SCP if applicable.

5.10 Once the Change Coordinator receives an approved SCP packet he/she will contact the supplier to notify them of the approval and will distribute and file the SCP.

5.11 Upon receiving notification of change approval, the supplier is responsible to uniquely label/indicate on the external packaging, the first three lots of material that has undergone the change (via a 4M stamp, colored dot stickers on the package, etc...) that will be shipped to Donaldson. The nature of this marking should also be indicated on the QA-F-100 form in the “Estimated Implementation Date & Details of Cut In Lot” section of the form.

- Note: SCP records are retained for a minimum of 3 years.

## 6.0 REVISION HISTORY:

11/03/08: Original release

## APPENDIX 1:

Change Category	Example	Donaldson Approval Needed	Donaldson Approval Not Needed; Control changes within QMS
Plant/Environment	Change to or addition of production plants/sites that will be mfg Donaldson products	<input checked="" type="checkbox"/>	
	Changes in the work environment that could affect the mfg or storage condition of Donaldson products (ex: high temps that could cause adhesive ooze)	<input checked="" type="checkbox"/>	
	Changes in the work environment that do not affect Donaldson’s materials (ex: lighting)		<input checked="" type="checkbox"/>
Manufacturing Processes, Equipment & Tooling	Change of production line layouts (ex: physically moving a bagging machine)		<input checked="" type="checkbox"/>
	Change of production methods (ex: cell mfg to batch mfg)	<input checked="" type="checkbox"/>	
	Change manufacturing of a Donaldson product from one piece of equipment to another (ex: line A to line B)	<input checked="" type="checkbox"/>	
	Maintenance of work standards/PM’s		<input checked="" type="checkbox"/>
	Shift Changes		<input checked="" type="checkbox"/>
	Adding/Deleting/Changing to/from automated mfg processes	<input checked="" type="checkbox"/>	
	Addition/Modification/Repair/Transfer of jigs/tools/fixtures	<input checked="" type="checkbox"/>	
	Changes to processing conditions or methods (Ex: speed, temperature, drying	<input checked="" type="checkbox"/>	

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	time, press caulking vs. spin caulking etc...)		
	Adding new equipment (that will be used to run Donaldson product)	<input checked="" type="checkbox"/>	
Materials/ Supply Base	Change/addition of supplier, sub-tier supplier/outside or contract manufacturer	<input checked="" type="checkbox"/>	
	Any change that will affect the fit, form, function, cleanliness or appearance of a material that is or is not specified in a drawing	<input checked="" type="checkbox"/>	
	Requesting to use recycled materials or changing mixing ratios/times, etc...	<input checked="" type="checkbox"/>	
Inspection/ Calibrated Devices	Changes to the <b>in-process</b> or raw material sampling methods, # of inspection points, inspection items or inspection ratios		<input checked="" type="checkbox"/>
	Changes to final inspection sampling plans, # of inspection points, inspection items or ratios	<input checked="" type="checkbox"/>	
	Changes to or inability to recalibrate gages/equipment used to perform outgoing inspections on Donaldson products	<input checked="" type="checkbox"/>	
Packaging/Warehouse conditions	Changes to "internal" packaging components (ex: bags, trays, cores)	<input checked="" type="checkbox"/>	
	Changes to "external" packaging components/configurations (ex: carton boxes to plastic bags, bulk packaging)	<input checked="" type="checkbox"/>	
	Requests to change transportation methods (freight forwarders, air vs. sea shipment, etc...)	<input checked="" type="checkbox"/>	
	Changes to packaging quantities (relative to the originally agreed upon specifications or those deviating from current packaging specifications – ex: MFG-P-010)	<input checked="" type="checkbox"/>	
	Changes in the warehouse environment that could affect the mfg or storage condition of Donaldson products (ex: high temps that could cause adhesive ooze)	<input checked="" type="checkbox"/>	
	Physical location change of warehouse/storage area	<input checked="" type="checkbox"/>	