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9.2 Process/ Facility Site Change Management

Purpose:

- To manage the introduction of the process/facility site changes in order to ensure that there is no negative impact on supplier products.

(The scope of the Process / Facility Site Change Management covers all changes made by the Tier 1 supplier or in their supply chain.)

Note(s):

- The supplier shall have a change management system which includes, schedule for the changes, risk analysis & management, product verification & validation activities.
- Once the adoption of the change is confirmed as successful, mass production part approval from Nissan is necessary before shipment of any change affected product.
- The supplier shall ensure that all requests for Process/Facility site changes are authorized by Nissan prior to any change takes place.
- The Process / Facility Site Change Request document shall be submitted 3 months before implementation of any change.
- The Tier 1 supplier or its sub-supplier shall not carry out any Process / Facility site changes during Phase 4 and Phase 5 Ramp-Up. (The facility site provided for the "off-process" condition shall be in line with that agreed at the supplier sourcing confirmation.)
- If the Tier 1 supplier or their sub-suppliers will make a Process / Facility site change, the Tier 1 supplier shall submit a Process/ Facility Site Change Request document to the relevant Nissan department. Example of changes that require Nissan authorization are described below (Routine planned maintenance activities such as Total Preventative Maintenance (TPM) do not require Nissan authorization but require the Process/ Facility Site Change management activity under Tier 1 supplier responsibility.)
- The Process / Facility Site Change Request document shall be submitted to the first customer in Nissan, if it has effect on several plants in Nissan.
- The supplier shall provide information of all planned changes including case of not necessary submission Process / Facility Site Change Request on Nissan requirement (categories of changes should be clearly defined as major and minor changes for example).

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Example of Process Change				Activity level (required)		Remark
	1st layer			Review with NISSAN (Submit Doc.*1).	Supplier self-review under Tier 1 resp.	
		2nd layer				
			3rd layer			
Machine	Production site change					The left also applies when returning to a factory/process that has manufactured the product in the past and has been suspended or abolished.
		Relocation/Move to a different site				
			To another site owned by the parent company	X	X	
			To a different company (out sourced)	X	X	
		Relocation/Move within the current site				
			Layout Change	X	X	
			Relocate production line (inc inspection process)	X	X	
			Newly developed or Expansion to the current production line (inc inspection process)	X	X	
		Process sequence (inc adding or eliminating process steps)		X	X	
	Machine/Equipment on the production line change (inc inspection machine)					
		Installing new equipment		X	X	
		Addition or replacement of machine/equipment		X	X	
		Machine/Equipment parameters (except calibration in daily checking)		X	X	
		Modification of existent machine/equipment		X	X	
		Repairs (Unplanned maintenance and repairs)			X	No effect to process/product characteristics by PM*2).
		Planned maintenance and repairs			X	

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Dies/ Molds change				
	Addition or replacement of new dies/molds	X	X	
	Modification of existent dies/molds	X	X	
	Repairs (Unplanned maintenance and repairs)		X	No effect to process/product characteristics by PM*2).
	Planned maintenance and repairs		X	
Tools change				
	Addition or replacement of new tools	X	X	
	Modification of existent tools	X	X	
	Repairs (Unplanned maintenance and repairs)		X	No effect to process/product characteristics by PM*2).
	Planned maintenance and repairs		X	
Inspection/ measurement tools change				
	Addition or replacement of dedicated inspection / measurement tool (specific gauge etc)	X	X	
	Modification of special inspection/measurement tool	X	X	
	Addition or replacement of general inspection/measurement tool (vernier caliper,micrometer etc)		X	
	Modification of general inspection / measurement tool (vernier caliper,micrometer etc)		X	
	Repairs (Unplanned maintenance and repairs)		X	No effect to process/product characteristics by PM*2).
	Planned maintenance and repair		X	

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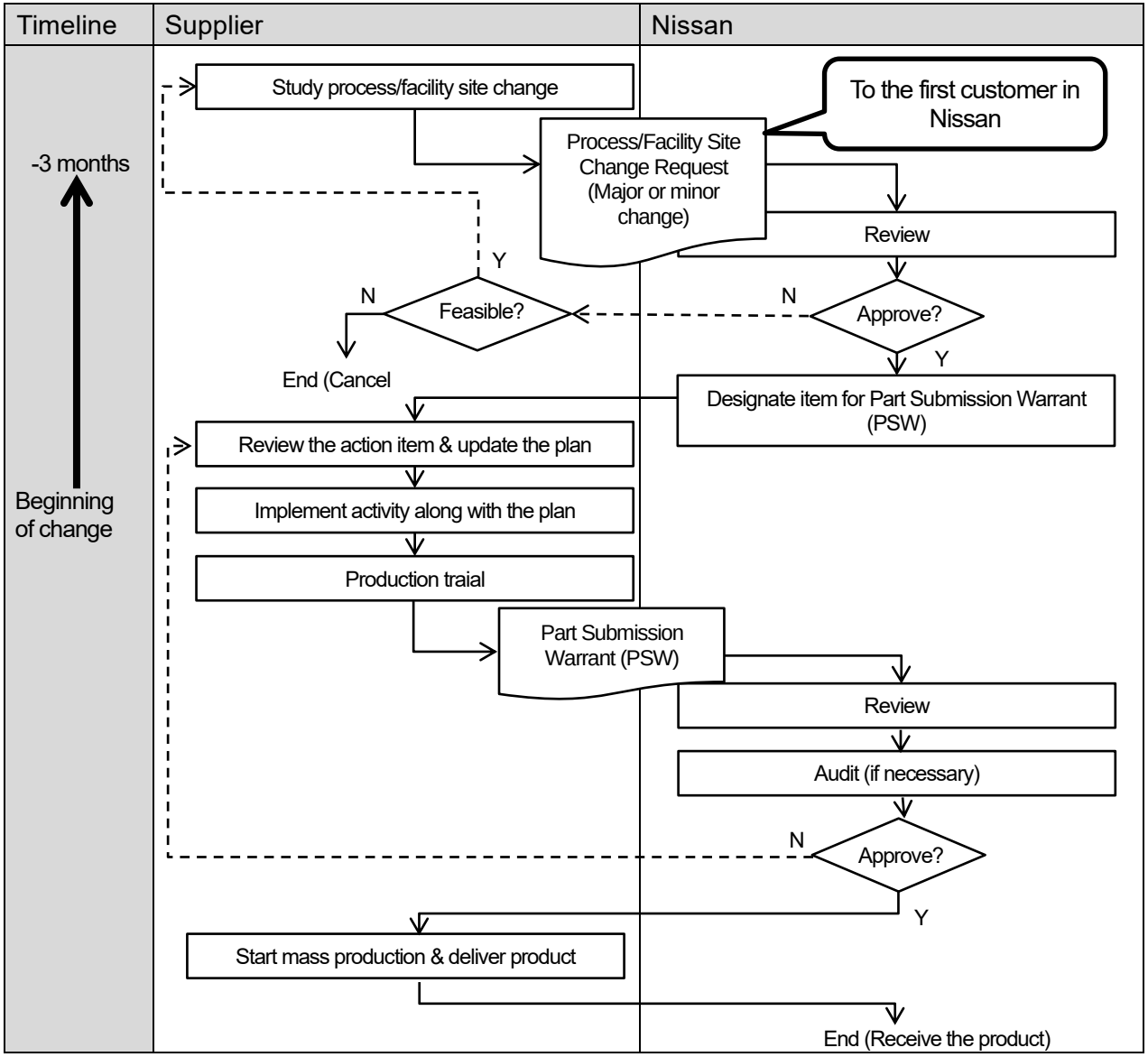
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Method	Working method change				
		Assembling/Processing method (welding, surface finishing, heat treating, etc)	X	X	Contact NISSAN responsible dept if logistics and/or packaging method will change.
		Inspection method			
		Change/Eliminate inspection process (inc specification change)	X	X	
		Transporting method between process and process		X	
		Storing method			
		Product, Work-in-process, Component, Raw material, Indirect material		X	
Material	Indirect material change (Those that do not become part of the product)				Submit "Design change request" if material changes (Including materials such as grease, paint, welding rod etc.).
		Component of indirect material (cleaning agent, degreasing agent, etc)	X	X	
		Supplier of indirect material (inc relocation)	X	X	
Man	Assignment of new worker			X	
	Worker's shift change			X	
	Qualified worker change				
		Assigned workers working on special characteristic features (NPQP requirement)		X	

(But are not limited to) *1) Doc.; Process / Facility Site Change Request, *2) PM; Preventive Maintenance

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<table>
<tr><th>Phase</th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th></tr>
<tr><td rowspan="2">Activity Content</td><td rowspan="2"></td><td rowspan="2"></td><td rowspan="2"></td><td colspan="2">-Plan the change and perform risk analysis.
-Complete and submit the Process / Facility Site Change Request document to Nissan for approval.</td></tr>
<tr><td></td><td>-Implement the planned change.
-Confirm the quality before and after change to ensure there is no deterioration
-Update all documents and re-apply for PSW approval before the delivery of post-change parts, unless otherwise agreed with Nissan.
-Notify Nissan of successful completion of the Process / Facility Site change by submission of the final ‘Notification of Completion' section of the authorized Process / Facility Site Change Request document.</td></tr>
<tr><td>Output Document</td><td></td><td></td><td></td><td colspan="2">-Process /Facility Site Change Request</td></tr>
</table>

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