

Johnson Matthey Supplier Management System Clean Air

Part 2: Global Supplier Manual
Appendix D: Change Notification Requirements

Valid from: April 2021

The latest version of all documents associated with the Global Supplier Manual can be found at the following address:

<https://matthey.com/en/enhancing-life/sustainability-governance/clean-air-global-supplier-manual>

The English version of this document is the master version. Although translations are provided by Johnson Matthey, should there be any ambiguity in the translation, then the English language text will prevail.

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1 RAW MATERIALS - Change Notification Requirements

Suppliers shall always inform JM of any change listed in Table 1 and wait for JM written consent. Unless otherwise agreed specifically with a JM site any change shall be communicated to JM by filling out form SMS-045 and sending it to:

- relevant Tech Contact / Raw Material Technical Manager
- Supplier Quality
- Procurement Category Manager
- Plant Logistics (in case the change affects one JM plant only)
- Plant Quality (in case the change affects one JM plant only)
- following e-mail address: JM_Rawmaterial_Changenotice@matthey.com

The subject of the e-mail shall always be as the following one:

[SUPPLIER NAME]_ [RAW MATERIAL IMPACTED]_[JM SPEC No.]_[CHANGE TYPE]

Table 1 – Raw material changes that require notification to JM

	Requires Re-validation	Contact Required to Johnson Matthey			
		Tech. Site	Purchasing	Plant Logistics	Plant Quality
Specification/Material Changes					
Change to JM-identified key characteristics	Yes	Yes	Yes		Yes
Change to supplier-identified key characteristics	Possible	Yes	Yes		Yes
Change to Johnson Matthey raw material specification items (e.g. targets and limits)	Possible	Yes	Yes		Yes
Change to packaging and labelling	Possible	No	Yes	Yes	Yes
Change to handling and health and safety requirements at Johnson Matthey	Possible	Yes	Yes	Yes	Yes

Raw Material Changes					
Change of raw material	Possible	Yes	Yes	Yes	Yes
Change of raw material supplier	Possible	Yes	Yes	Yes	Yes
The acceptance of a change request from a supplier affecting their product specification.	Possible	Yes			Yes

Plant and Equipment Changes					
Change or an introduction of a new production location	Yes	Yes	Yes	Yes	Yes
Change or introduction of production plant – same location	Possible	Yes	Yes		Yes
Change of production line – same plant	Possible	Yes			Yes

Change of production equipment on a line	Possible	Yes			
Change of manufacturing equipment components on a production line with new, different or enhanced functionality	Possible	Yes			
Change of manufacturing equipment components with same functionality	No	No			

Process Changes					
Change to process flow	Yes	Yes	Yes		Yes
Change to process set points	Possible	Yes			Yes
Change of process set point tolerances	Possible	Yes			Yes
Change to the severity rating of any item on a product or process risk assessment	Possible	Yes			Yes
Change or update of item on the control plan (including key characteristics)	Possible	Yes			Yes
Change in batch size	Possible	Yes			Yes

Analytical Changes					
Introduction of a new analytical testing method	Yes - test method	Yes			Yes
Change of location of testing (i.e. a different laboratory)	Yes - test method	Yes			Yes
Change to existing test method (including data work up and handling)	Yes - test method	Yes			Yes
Introduction of new measurement equipment type	Yes - test method	Yes			Yes
Use or introduction of previously validated duplicate equipment	Correlation to existing equipment	Yes			Yes
Level of laboratory accreditation	Notification	Yes			Yes

2 SUBSTRATES - Change Notification Requirements

Suppliers shall always inform JM of any change listed in Table 2 and wait for JM written consent. Unless otherwise agreed specifically with a JM site any change shall be communicated to JM by filling out form SMS-044 and sending it to:

- the Supply Chain contact of the relevant JM Site and

- to the following e-mail address: JM_SubstrateProcessChangeNotice@matthey.com

The subject of the e-mail shall always be as the following one:

OEMs affected / Supplier / Type of change / JM Plants affected / expected date of change DDMMYYYY

Table 2 – Substrate changes that require notification to JM

TYPE OF CHANGE	FAMILY OF CHANGE
New manufacturing equipment/ tooling	Manufacturing Change
Upgrade of existing manufacturing equipment	Manufacturing Change
Change in manufacturing process route/flow/location	Manufacturing Change
Change to marking, packaging and labelling	Packaging Change and Labelling Change
Change in origin status of product where the goods are finished	Production Location Change
New manufacturing site	Production Location Change
Change in raw material type	Specification Change
New raw material in existing reference	Specification Change
Widening of specification range	Specification Change
Narrowing of specification range	Specification Change
Shift in agreed specification nominal	Specification Change
Removal/ substitution of specification item	Specification Change
Change in testing location	Testing Change
Changes in the test methods	Testing Change
Introduction of new testing equipment	Testing Change