

# Process Change Notification

Notification Number: \_\_\_\_\_

Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Supplier Name: \_\_\_\_\_

Product Affected: \_\_\_\_\_

Contact Information: \_\_\_\_\_

## 1. Description of Change

Type of Change: Raw Material Substitution

Detailed Description:

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## 2. Reason for Change

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## 3. Comparison of Raw Materials

	Existing Raw Material	Proposed Substitute
Name / Grade	_____	_____
Supplier	_____	_____
Specifications	_____	_____

## 4. Impact Assessment

Impact on Product Quality: \_\_\_\_\_

Impact on Delivery/Lead Time: \_\_\_\_\_

Other Impact (if any): \_\_\_\_\_

## 5. Implementation Plan

Proposed Change Implementation Date: \_\_\_\_\_

Transition Plan:

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## 6. Approvals

Role	Name	Signature	Date
Prepared by	_____	_____	_____
Supplier QA	_____	_____	_____
Customer Approval	_____	_____	_____

