

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:

2. Reason for Change

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: _____

6. Approvals

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

