**TTM AP Supplier Change Management Policy**

**迅达亚太区关于供应商变更的管理政策**

1. **Change Requirement变更要求**

All supplier need to notice TTM AP sites in formal < Supplier Change Notification> before any changes, and these changes need be implemented after got TTM AP sites formal response and approval. These changes include *but not limited to:*

所有供应商在做任何变更前，必须发出正式的《供应商变更通知》通知TTM AP分厂，并在得到TTM AP分厂书面回复同意后，方可执行变更。这些变更包括*但不限于：*

1. Product Changes: Changes related to the product. For example, product design change, raw material change, *raw material supplier change, appearance change, label or packaging change, product datasheet change, material quality documents such as COC (Certificate of Conformance) test /inspection items change, hazardous substances change, material UL Family change, etc.*

产品变更，*与产品相关的变更*。例如产品设计变更，原材料变更，*原材料供应商变更*，*外观变更，标签或包装变更，产品规格书（Datasheet）更改，物料品质文件如COC报告检验/检查项目的更改，有害物质变更，物料UL Family变更*等。

1. Process Changes: *Changes related to process control.* For example, production location change *(such as a manufacturer adding a new factory, relocating the facility, or expanding production),* production line change, process control change (such as technology or testing), *material key performance indicators or material properties testing method or acceptance criteria change, material storage or usage environment change or requirement change,* etc.

流程变更，*与流程控制相关的变更。*例如生产产地变更（*如同一制造商增加新工厂，厂址搬迁，扩产等*），生产线变更，流程控制变更（技术，测试），*物料关键性能指标或材料性能之测试方法、接收标准的更改，物料储存、使用环境变更或其要求的变更等*

1. Business changes, changes related to company business interactions. For example, company/product name change, *key personnel change, etc.*业务变更，*与公司业务往来相关的变更。*例如公司/产品名称变更，*关键人员的变更*等
2. **Supplier Change Notification(SCN) Issue Requirement 供应商变更通知发出要求**

SCN *(Page 3 of this form)* need be issued to TTMAP-SCN-Group TTMAP-SCN-Group@ttm.com, within below following notice period. Supporting documents (such as Change Assessment Reports, Product Datasheet, MSDS, The 3rd Party Environmental Management Substance Test Reports, etc.) should be submitted along with the SCN to *facilitate TTM AP sites supplier change internal review procedure.*

供应商变更通知（SCN）表格*（即本表格第三页）*需按如下时间要求发出给TTMAP-SCN-Group <TTMAP-SCN-Group@ttm.com> 。支持文件（例如变更评估报告，产品规格说明，MSDS，第三方环境管理物质检测报告等）应随SCN一同提交，*以便于TTM AP工厂启动供应商变更内部评审。*

Table- Supplier change management list表- 供应商变更管控一览表

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Classification更改等级 | Change Items更改项目 | NoticePeriod通知时限 | Supporting Documents Required支持文件 | Remark说明 |
| A | * Transfer some or all production processes(The site has not been qualified by TTM AP)

部分或全部工序转厂生产或订单外包制作（所转场地或承包商未被TTM AP认可）* *Production location change (such as a manufacturer adding a new factory, relocating the facility, or expanding production)*

*生产产地变更（如同一制造商增加新工厂，厂址搬迁，扩产等）** *Direct raw material or direct raw material supplier change. Such as, CCL&PP, copper foil, solder mask/ plugging ink, or its sub main raw material, such as, resin, glass fiber, copper foil, filler, and etc. that affect CCL&PP, copper foil, solder mask/plugging ink material characteristics.*

*直接原材料更改或直接原材料供应商的更改。如板料&PP，铜箔和油墨（绿油或塞孔油）的更改或其直接原材料的更改，如铜箔，玻布，树脂，填料等影响板料&PP，铜箔和油墨（绿油或塞孔油）等物料特性的更改* | 12 months *prior to the planed change time**计划变更*前12个月 | * Change evaluation report 变更评估报告
* Product Data sheet*（shall provide once datasheet change）*

 产品规格说明*(产品规格变更须提供)** MSDS物质安全资料表
* The 3rd party environmental management material inspection report

第三方环境管理物质检测报告* *Provide relevant evidence to prove and ensure that the chemical substances and ratios after material or material supplier changes are consistent with those provided for UL certification of the material, such as providing a quality assurance letter, it must:*
* *a) Contain a clause committing that the chemical substances and ratios constituting the material before and after the* *change remain unchanged;*
* *b) Include the FTIR spectrum of the material’s UL certification and the FTIR spectrum of the material after the change as proof of compliance with the above clause.*

*(Note: If there are changes to direct raw materials or direct raw materials supplier of the CCL/PP, such as resin, fiberglass, filler, or changes in the chemical composition or filler or raw material suppliers of ink/plugging resin (ink), relevant evidence must be provided.)* *提供相关证据证明并保证材料变更或材料供应商变更后的化学物质和配比与该材料在UL认证时提供的成分和配比是一致的。如提供品质保证函，且需：** *a)有条款承诺变更前和变更后构成材料的化学物质和配比不变;*
* *b)附该材料UL认证的FTIR图谱和变更后材料的FTIR图谱，作为上述条款的符合性证明。*

*备注：板料/PP的直接原材料如树脂，填料的更改或其供应商的更改，油墨/塞孔树脂（油墨）的化学成分或填料的原材料或原材料供应商更改须提供）** Others 分厂需要的其它资料, *如品质保证函等*。
 | * This is applicable for the changes that affect the performance of the material, functions, parameters, reliability and quality.

此处适用于对物料的性能,功能,参数,可靠性,品质有影响的更改* Formal confirmation notice from TTM AP

TTM AP分厂正式确认通知 |
| B | * Product Design change 产品设计更改
* *Indirect* Raw material change 非直接原材料更改
* *Indirect Raw material supplier change非直接原物料供应商更改*
* *Hazardous substance change有害物质更改*
* Production/manufacturing process change (Including production line, production equipment change, process control change etc.)

生产流程或制作工艺更改(包括生产线更改,设备更改,流程控制更改等)* Transfer some or all production processes (The site has been qualified by TTM AP)

部分或全部工序转厂生产或订单外包制作（所转场地或承包方为已被TTM AP认可） | 6 months *prior to the* *planed change time**计划变更*前6个月 | * Change evaluation report 变更评估报告
* Product Data sheet*（datasheet change shall provide）*

 产品规格说明*(产品规格变更须提供)** MSDS物质安全资料表
* The 3rd party environmental management material inspection report

第三方环境管理物质检测报告* Others, *such as quality assurance letter etc*.

分厂需要的其它资料，*如品质保证函等* | * This is applicable for the changes that affect the performance of the material, functions, parameters, reliability and quality.

此处适用于对物料的性能,功能,参数,可靠性,品质有影响的更改* Formal confirmation notice from TTM AP

TTM AP分厂正式确认通知 |
| C | * Material key performance indicators or material properties testing method or acceptance criteria change物料关键性能指标或材料性能之测试方法、接收标准的更改
* Appearance change 物料外观更改
* *UL Family (expansion, reduction, split) change in UL iQ*
* *UL iQ中 UL Family（增加、减少或拆分）更改*
* *Material Datasheet change*

*物料产品规格说明（datasheet）更改** *Material storage, usage environmental requirement change*

*物料储存、使用环境要求的变更** *Material name/marking changes that affect UL certification*

*影响UL认证的物料名称/标识的更改* | 3 months *prior to the planed change time**计划变更*前3个月 | * Change evaluation report 变更评估报告
* Quality Report after change

更改后的品质报告* Product Data sheet 产品规格说明（可选）
* MSDS 物质安全资料表（可选）
* The 3rd party environmental management material inspection report

第三方环境管理物质检测报告（可选）* *Confirmation of UL family change planning agreed upon by the supplier and UL (Material UL Family changes must be provided)*
* *供应商与UL达成一致的UL family变更计划的确认结果 (物料UL Family 更改须提供)*
* Others, *such as quality assurance letter etc*.

分厂需要的其它资料，*如品质保证函等* | * No effect to the performance of the material, functions, parameters, reliability and quality

对物料的性能,功能,参数,可靠性,品质等均无影响* Formal confirmation notice from TTM AP

TTM AP分厂正式确认通知 |
| D | * Company Name /brand change 公司名称/商标更改
* Material Name/ identification *that not affected UL certificate* change

*不影响UL认证的*物料名称/标识更改* *Material quality documentation such as COC reports changes to inspection/inspection items*

*物料品质文件如COC报告检验/检查项目的更改** Package change *(material/method/internal and external packing information/quantity/weight)*

*包装（材料/方法/内外包装信息/数量/重量）更改** Change of shipping conditions (water, land, air, and etc

运输条件更改（水运，陆运，空运等）* Technical person with specific requirements(If applicable), and key management change such as quality management representative and etc.

特定要求（若有）的技术人员变更及品质管理者代表等关键人员的变更 | 1 Month *prior to the planed change time**计划变更*前1个月 | * A contrast list before and after change

更改前后对比清单* *Test/inspection items change*

*检验/检查项目更改后的品质报告** Others, *such as quality assurance letter etc.*

分厂需要的其它资料，*如品质保证函等* | * No effect to the performance of the material, functions, parameters, reliability and quality
* 对物料的性能,功能,参数,可靠性,品质等均无影响
* Formal confirmation notice from TTM AP
* TTM AP分厂正式确认通知
 |
| E | * Material data/ company information Change (such as MSDS updated/revised/ amended etc.)

物料数据/公司相关信息(如MSDS)的刷新/增加/修订/更改/更正勘误等 | 1 Week *prior to the planned change date*计划更改一周前 | * Relevant documents provided (such as updated report, version description, error list etc.) 提供相关报告文件(如升级报告,版本说明,勘误表等)
* Others 分厂需要的其它资料
 | * No effect to the performance of the material, functions, parameters, reliability and quality

对物料的性能,功能,参数,可靠性,品质等均无影响* Formal confirmation notice from TTM AP

TTM AP分厂正式确认通知 |

**Supplier Change Notification 供应商变更通知**

备注：此编号由TTM-AP工厂填写。通常的编号格式为：SCN+4位年份2位月份2位序列号(例如：SCN20240701)**。供应商无需填写。**

Date日期： No.编号： 分厂+4位年份2位月份2位序列号

|  |
| --- |
| **Below information completed and sealed by Supplier 以下信息由供应商填写并加盖公司公章:**  |
| TO (TTM Plant name) 致（TTM工厂名称）： |  |
| From (Supplier Name) 由（供应商名称）： |  |
| This Letter is to inform that the materials stated below will be changed once it is approved by 兹通知，以下所述材料变更将在获得批准后进行 |
| Change Type变更类型 | **Product Changes产品更改**1. Product Design change 产品设计变更[ ]
2. Raw material change 原材料变更[ ]
3. Appearance change外观变更 [ ]
4. Label or packing change

标签或包装变更[ ]  *5.Material UL Family change**物料UL Family变更[ ]* 6.Others其他[ ]   | **Process Changes 流程更改**1. Manufacturer site change

生产产地变更[ ] 1. Technology change工艺变更[ ]
2. Equipment change设备变更[ ]
3. Specification or test method change

标准或测试方法变更[ ] 4. Others其他[ ]  | **Business Changes商业更改**1. Company information change

公司信息变更[ ] 1. Key Person change

关键人员变更[ ] 1. Others其他[ ]
 |
| Reason for change变更原因 |  | Plan change date计划变更日期 |  |
| Description of Change变更详述 | Before Change 变更前 | After Change 变更后 |
|  |  |
| Affected Product受影响产品 |  |
| Affected TTM plants TTM受影响分厂 |  | ZS |  | DMC |  | GZ |  | HY |  | PNG |
| Impact of the change 变更的影响性：（请勾选变更可能造成的影响，可多项选择） |
| Product Quality产品品质 |  Function功能影响 | Capability性能影响 | Appearance外观影响 |  Size尺寸影响 |  Cost成本影响  |  Delivery交期影响 |
| Capacity产能影响 |  Safety安全影响 | Environment环境影响  | Hazardous Substance有害物质 | UL影响 |  其他，请说明：  |
| Supporting documents支持文件 |  | Data Sheet/Spec产品说明/规格 |  | Material declaration sheet物质申明表 |  | The 3rd party environmental management material inspection report第三方环境管理物质检测报告 |
|  | Evaluation report评估报告 |  | MSDS物料安全资料表 |  | Process FMEA/Control Plan |
|  | UL InformationUL 信息 |  PPAP |  Others 其他资料 |
| Supplier’s Signatures 供应商签名 |
| Name姓名 |  | Signature & Company chop签名及公司戳章 |  |
| Title 职位 |  |
| Email 邮箱 |  |