



WAM Supplier Request for Change Procedure

Rev D

15 August 2008

1.0 Purpose:

This procedure describes the process for suppliers to request a change to a process or material that may have an impact on WAM and or its customers.

2.0 Scope:

This document applies to the Williams Advanced Materials, Inc. and its subsidiaries (hereafter, "WAM").

Individual WAM sites may develop procedures to further define site specific supplier processes, specifications and procedures.

3.0 Responsibilities:

All suppliers of WAM are required to notify the appropriate purchasing and quality functions within the WAM organization for approval of any proposed changes prior to the implementation of said changes.

WAM (Purchasing, Business Unit (Process) Engineering, Business Unit General Management, and Quality) are responsible for ensuring that all supplier proposed changes are reviewed in a timely manner prior to implementation. WAM (Purchasing, Business Unit (Process) Engineering, Business Unit General Management, and Quality) reserves the ability to approve or reject any proposed supplier change.

4.0 Special Definitions:

Supplier Request for Change Form – required to be completed for all supplier requested changes or deviations



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5.0 Procedure:

5.1 Suppliers shall notify WAM sufficiently in advance regarding any proposed changes. The attached Supplier Request for Change form is to be submitted to WAM (Purchasing, Business Unit (Process) Engineering, Business Unit General Management and Quality) for review and approval. Upon WAM approval, a supplier can then initiate the proposed changes subject to any conditions set forth in such approval.

5.1.1 Supplier proposed changes are defined as:

- Process change to the manufacturing of product supplied to WAM
- Change of product manufacturing location
- Reconfiguration and/or replacement of equipment supporting the manufacture of product for WAM
- Any proposed change in material used in the manufacture of product supplied or any material source change
- Requests for deviation from specification

5.2 Upon receipt of the Supplier Request for Change form, the appropriate WAM Purchasing, Business Unit (Process) Engineering, Business Unit General Management Quality representative will review the request as part of the change review process. Approval/rejection of the change shall then be communicated to the supplier following a thorough review, possibly trial runs with Supplier supplied samples. The approval process within WAM will take into account, amongst other things, the effect/impact on WAM customers.

6.0 Reference Documents:

WAM Supplier Request for Change Form (SRCF)