Documents Requiring Submission

Annex-1

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| Guidelines for Nature of Production Condition Changes | | | Attachment of Sample | Documents Requiring Submission \*Note 2 |
| Change of personnel | Change of manufacturing locations \*Note1 | ・This change has a significant impact on quality and the notification must be submitted in advance.  (In case of the 2nd venders' manufacturing factory location changes, the 2nd venders' QA system must be checked.) | Y | All data to be submitted that are required for change of “personnel,” “equipment,” “materials” and “work methods” |
| Company name change and change in the line of business | ・Including company name change due to a merger, company split-up, etc. or change in the line of business | N | ・Quality-related organization chart  ・Information about company name change and change in the line of business |
| Change of person in charge of QA |  | N | ・Quality-related organization chart  ・Information of the person in charge of QA before and after the change (Title, name, contact information, etc.) |
| Personnel change | ・Change of more than half of personnel | Y | ・QC process chart  ・Records of operator education  ・Evaluation Report before and after the change \*Note 3  ・Method of distinguishing between non-defective and defective articles |
| Change of equipment | Change of manufacturing/inspection equipment | ・For new installation \*Note1 or change of manufacturing/inspection equipment arising from the functions/characteristics of products  (not including changes of equipment that do not require calibration or inspection)  ・Change of management standards for manufacturing/inspection equipment (not including changes at the level of fine adjustment within the control limits) | Y | ・Evaluation Report before and after the change \*Note 3  ・Equipment Inspection Report \*Note 3  ・Results of equipment calibration/daily inspection  ・QC process chart  ・Records of operator education  ・Method of distinguishing between non-defective and defective articles  ・Analysis data of controlled chemicals  (RoHS Certificate of Conformity) |
| Change of materials | Change of materials/quality of materials/components  (including subsidiary materials) | ・Including change of material manufacturers or material grades (For drawings/specifications without detailed provisions concerning materials)  ・Change of fire retardants (additives) contained in resin materials | Y | ・Evaluation Report before and after the change \*Note 3  ・QC process chart  ・Method of distinguishing between non-defective and defective articles  ・Material Manufacturers/Material Evaluation Report \*Note 3  ・Element information or material certificate showing that red phosphorus, an inorganic phosphorus often used in resin materials, is not contained  ・Working capability of samples \*Note 3  ・Analysis data of controlled chemicals  (RoHS Certificate of Conformity) |

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| Change of work methods | Change of work methods \*Note 1, work sequence or working conditions | ・For a change to a method different from the existing work  ・For a change outside the control limits provided for in the QC process chart or standards  (not including changes at the level of fine adjustment within the control limits)  ・Change of inspection, packaging, distribution routes | Y | ・Evaluation Report before and after the change \*Note 3  ・QC process chart  ・Results of change of work environment \*Note 3  ・Records of operator education  ・Method of distinguishing between non-defective and defective articles  ・Analysis data of controlled chemicals (RoHS Certificate of Conformity) |

\*Note 1: For this change, a process audit may be implemented as required.

\*Note 2: If submission is not possible, the reason shall be clearly provided. Submission of additional documents may be requested.

\*Note 3: Preliminary evaluation of the nature of the change shall be made to grasp the conformity/nonconformity of the product, gain an understanding of the Cp value (process capability index) by measured values if required, and make a comparison with the existing product (for any significant difference), etc.; and then shall be submitted including the results of the preliminary evaluation.

These guidelines are generic and change details for the respective articles must be checked with their acceptors.

**Model of Guidelines for Nature of Production Condition Changes**

Annex-2

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| Item | | Guidelines for Nature of Production Condition Changes |
| Change of personnel | Change of manufacturing locations | ・Change/integration/relocation of factories.  ・Change supplier from Company A to Company B (Except change of trading company)  ・Change/addition of vender’s venders.  ・Change from cooperative company to in-house manufacturing or from in-house manufacturing to a cooperative company. |
| Company name change and change in the line of business | ・Company name change due to a merger, company split-up.  ・Change in the line of business. |
| Change of person in charge of QA | ・Change of person in charge of QC. |
| Personnel change | ・Change of more than half of personnel. |
| Change of equipment | Change of manufacturing/inspection equipment | ・Change of manufacturing/inspection equipment.  　　(1) For new installation or change  　　(2) Revision, remodeling of dies/molds and blocks  　　(3) New construction, expansion or change of manufacturing line  ・Change outside control limits described in the QC process chart or standards.  　　(1) Change of condition management points (e.g., temperature, pressure, etc.)  　　(2) Change of frequency of calibration/daily inspection |
| Change of materials | Change of materials/quality of materials/components  (including subsidiary materials) | ・Change of materials/components manufacturers.  　　(1) Change of materials/components/subsidiary materials manufacturers.  　　(2) Change of suppliers' venders, 2nd venders and 3rd venders.  ・Change of materials/components.  　　(1) Change of materials/components.  　　　　 (e.g., Model number，size，quality of materials, etc.)  　　(2) Change related to regulated chemical substances  (e.g., Component materials, subsidiary materials used in the manufacturing process, etc.)  　　(3) Change of fire retardants and additives in resin materials (Use of red phosphorus prohibited)  ・Change of blending quantities of components and material. (e.g., lubricants, etc.) |
| Change of work methods | Change of work methods , work sequence or working conditions | ・For a change outside the control limits provided for in the QC process chart or standards.  　　(1) Change of process  (e.g., From manual to automatic，shapes，sizes，dies/molds, jigs, etc.)  　　(2) Addition/deletion of processes  　　(3) Change of working conditions  (e.g., Change of the mixing ratio of the treatment liquid, adhesive curing time, etc.)  　　(4) Change of work standards  ・Change of inspection  　　(1) Change of inspection methods  (e.g., From 100% inspection to sampling inspection，sampling method, etc.)  　　(2) Change of inspection conditions  (e.g., Inspection standards，control limits, etc.)  ・Change of packaging  　　(1) Change of packaging methods  (e.g., Materials, shapes, sizes, number of packages, etc.) 　　(2) Change of packaging indications (e.g., Labels, barcodes, etc.)  ・Change of distribution routes |

**[Case of past silent change]**

　・Even if it is the subsidiary materials, the Production Condition Change Notification is necessary as well as parts.

　　e.g., Vender’s venders changed the purchaser of the double-sided tape used to paste the parts on the case of LCD, but there was no notification with Production Condition Change. Later, the part dropped out back due to the adhesive power decrease of the double-faced tape.

　・Even if it is time when it judged the immaterial alteration, the Production Condition Change Notification is necessary.

　　e.g., Vender have changed the dimensions inside the parts to use automatic machines, but there was no notification with Production Condition Change. Later, operation failure occurred due to the frustration of the fitting part.

　　e.g., 2nd vender did the use tool (suppression jigs) of the change that became a defective mode in the wire line process, but there was no notification with Production Condition Change. Later, the wire was disconnected.

**Cable’s Guidelines for Nature of Production Condition Changes**

Annex-2-1

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| Item | | Guidelines for Nature of Production Condition Changes |
| Change of personnel | Change of manufacturing locations | ・Change/integration/relocation of factories.  ・Change supplier from Company A to Company B (Except change of trading company)  ・Change/addition of vender’s venders.  ・Change from cooperative company to in-house manufacturing or from in-house manufacturing to a cooperative company. |
| Company name change and change in the line of business | ・Company name change due to a merger, company split-up.  ・Change in the line of business. |
| Change of person in charge of QA | ・Change of person in charge of QC. |
| Personnel change | ・Change of more than half of personnel |
| Change of equipment | Change of manufacturing/inspection equipment | ・Change of manufacturing/inspection equipment.  　　(1) For new installation or change  (e.g., Crimping machines,　Cutting machines, Inspection equipment, etc.)  　　(2) Revision, remodeling of dies/molds and blocks  　　(3) New construction, expansion or change of manufacturing line  ・Change outside control limits described in the QC process chart or standards.  　　(1) Change of condition management points  (e.g., Crimping, press fitting, welding, crimp heights, etc.)  　　(2) Change of frequency of calibration/daily inspection |
| Change of materials | Change of materials/quality of materials/components  (including subsidiary materials) | ・Change of materials/components manufacturers.  　　(1) Change of materials/components/subsidiary materials manufacturers  (e.g., Tie-wraps, tubes, etc.).  　　(2) Change of suppliers' venders, 2nd venders and 3rd venders.  ・Change of materials/components.  　　(1) Change of materials/components.  　　　　 (e.g., cable，connector，coating material, etc.)  　　(2) Change related to regulated chemical substances  (e.g., Component materials, subsidiary materials used in the manufacturing process, etc.)  　　(3) Change of fire retardants and additives in resin materials (Use of red phosphorus prohibited)  ・Change of blending quantities of components and material. (e.g., lubricants, etc.) |
| Change of work methods | Change of work methods , work sequence or working conditions | ・For a change outside the control limits provided for in the QC process chart or standards.  　　(1) Change of process  (e.g., From manual to automatic，shapes，sizes，dies/molds, jigs, etc.)  　　(2) Addition/deletion of processes  　　(3) Change of working conditions  (e.g., Change of the mixing ratio of the treatment liquid, adhesive curing time,  temperatures of the soldering iron tip and pre-soldering bath, crimp heights, soldering conditions, crimping conditions, etc.)  　　(4) Change of work standards  ・Change of inspection  　　(1) Change of inspection methods  (e.g., From 100% inspection to sampling inspection，sampling method, etc.)  　　(2) Change of inspection conditions  (e.g., Inspection standards，control limits, etc.)  ・Change of packaging  　　(1) Change of packaging methods  (e.g., Materials, shapes, sizes, number of packages, etc.) 　　(2) Change of packaging indications  (e.g., Labels, barcodes, etc.)  ・Change of distribution routes |

**Sheet metal’s Guidelines for Nature of Production Condition Changes**

Annex-2-2

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| Item | | Guidelines for Nature of Production Condition Changes |
| Change of personnel | Change of manufacturing locations | ・Change/integration/relocation of factories.  (Including welding, caulking and surface treatment)  ・Change supplier from Company A to Company B (Except change of trading company)  ・Change/addition of vender’s venders.  ・Change from cooperative company to in-house manufacturing or from in-house manufacturing to a cooperative company. |
| Company name change and change in the line of business | ・Company name change due to a merger, company split-up.  ・Change in the line of business. |
| Change of person in charge of QA | ・Change of person in charge of QC. |
| Personnel change | ・Change of more than half of personnel. |
| Change of equipment | Change of manufacturing/inspection equipment | ・Change of manufacturing/inspection equipment.  　　(1) For new installation or change  (e.g., Cutting machines, burring machines, welding, washers, inspection equipment, cleaning equipment, barrel equipment, etc.  　　(2) Revision, remodeling, repairing of dies/molds and blocks. (Submit application for dies/molds certification)  　　(3) New construction, expansion or change of manufacturing line  ・Change outside control limits described in the QC process chart or standards.  　　(1) Change of condition management points  (e.g., Press machines, turret punch presses, dies, etc.)  　　(2) Change of frequency of calibration/daily inspection  　　(3) Change of tonnage of press machine |
| Change of materials | Change of materials/quality of materials/components  (including subsidiary materials) | ・Change of materials/components manufacturers.  　　(1) Change of materials/components/subsidiary materials manufacturers..  　　(2) Change of suppliers' venders, 2nd venders and 3rd venders.  ・Change of materials/components.  　　(1) Change of materials/components. (e.g., Model number，size，quality of materials, solvents, antirust, wash rimers, conversion treatment, paint and varnish, material roll direction, etc.)  　　(2) Change related to regulated chemical substances  (e.g., Component materials, subsidiary materials used in the manufacturing process, etc.)  ・Change of blending quantities of components and material.( e.g., lubricants, etc.) |
| Change of work methods | Change of work methods , work sequence or working conditions | ・For a change outside the control limits provided for in the QC process chart or standards.  　　(1) Change of process  (e.g., From manual to automatic，shapes，sizes，dies/molds, jigs, degreasing method, antirust, coating method, etc.)  　　(2) Addition/deletion of processes  　　(3) Change of working conditions  (e.g., Change of the mixing ratio of the treatment liquid,  adhesive curing time, spot welding[temperature, time, current value, applied pressure, electrode shape], press conditions, processing conditions, welding conditions, conversion treatment conditions, washing[cleaning liquid, cleaning equipment, cleaning time], barrel[equipment, time], deburring method[tool, changing parts], etc.)  　　(4) Change of work standards  ・Change of inspection  　　(1) Change of inspection methods  (e.g., From 100% inspection to sampling inspection，sampling method, etc.)  　　(2) Change of inspection conditions (e.g., Inspection standards，control limits, etc.)  ・Change of packaging  　　(1) Change of packaging methods  (e.g., Materials, shapes, sizes, number of packages, etc.) 　　(2) Change of packaging indications (e.g., labels, barcodes, etc.)  ・Change of distribution routes |

**Machined article’s Guidelines for Nature of Production Condition Changes**

Annex-2-3

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| Item | | Guidelines for Nature of Production Condition Changes |
| Change of personnel | Change of manufacturing locations | ・Change/integration/relocation of factories.  (Including molding and coating processes)  ・Change supplier from Company A to Company B (Except change of trading company)  ・Change/addition of vender’s venders.  ・Change from cooperative company to in-house manufacturing or from in-house manufacturing to a cooperative company. |
| Company name change and change in the line of business | ・Company name change due to a merger, company split-up.  ・Change in the line of business. |
| Change of person in charge of QA | ・Change of person in charge of QC. |
| Personnel change | ・Change of more than half of personnel. |
| Change of equipment | Change of manufacturing/inspection equipment | ・Change of manufacturing/inspection equipment.  　　(1) For new installation or change  (e.g., accuracy of measuring instruments, spot welders, processing machines [press, laser beam], dies, inspection equipment, etc.)  　　(2) Revision, remodeling of dies/molds and blocks  　　(3) New construction, expansion or change of manufacturing line  　　(4) Change of machining program  ・Change outside control limits described in the QC process chart or standards.  　　(1) Change of condition management points  (e.g., casting, annealing, processing machines, dies, etc.)  　　(2) Change of frequency of calibration/daily inspection |
| Change of materials | Change of materials/quality of materials/components  (including subsidiary materials) | ・Change of materials/components manufacturers.  　　(1) Change of materials/components/subsidiary materials manufacturers..  　　(2) Change of suppliers' venders, 2nd venders and 3rd venders.  ・Change of materials/components.  　　(1) Change of materials/components. (e.g., Model number，size，quality of materials, solvents, antirust, wash primers, conversion treatment, paint and varnish, molding auxiliary material, cutting oil, etc.)  　　(2) Change related to regulated chemical substances  (e.g., Component materials, subsidiary materials used in the manufacturing process, etc.)  　　(3) Change of fire retardants and additives in resin materials (Use of red phosphorus prohibited)  ・Change of blending quantities of components and material. (e.g., lubricants, etc.) |
| Change of work methods | Change of work methods , work sequence or working conditions | ・For a change outside the control limits provided for in the QC process chart or standards.  　　(1) Change of process (e.g., From manual to automatic，shapes，sizes，dies/molds, jigs,  assembly recipes, degreasing method, antirust, burring machines, coating method, etc.)  　　(2) Addition/deletion of processes  　　(3) Change of working conditions  (e.g., Change of the mixing ratio of the treatment liquid, adhesive curing time, conversion treatment conditions, etc.)  　　(4) Change of work standards  ・Change of inspection  　　(1) Change of inspection methods  (e.g., From 100% inspection to sampling inspection，sampling method, etc.)  　　(2) Change of inspection conditions  (e.g., Inspection standards，control limits, etc.)  ・Change of packaging  　　(1) Change of packaging methods  (e.g., Materials, shapes, sizes, number of packages, etc.) 　　(2) Change of packaging indications (e.g., labels, barcodes, etc.)  ・Change of distribution routes |

**Mold’s Guidelines for Nature of Production Condition Changes**

Annex-2-4

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| Item | | Guidelines for Nature of Production Condition Changes |
| Change of personnel | Change of manufacturing locations | ・Change/integration/relocation of factories.  ・Change supplier from Company A to Company B (Except change of trading company)  ・Change/addition of vender’s venders.  ・Change from cooperative company to in-house manufacturing or from in-house manufacturing to a cooperative company. |
| Company name change and change in the line of business | ・Company name change due to a merger, company split-up.  ・Change in the line of business. |
| Change of person in charge of QA | ・Change of person in charge of QC. |
| Personnel change | ・Change of more than half of personnel. |
| Change of equipment | Change of manufacturing/inspection equipment | ・Change of manufacturing/inspection equipment.  　　(1) For new installation or change  (e.g., molding machines, coaters, inspection equipment, etc.)  　　(2) Revision, remodeling, repairing of dies/molds and blocks (Submit application for dies/molds certification)  　　(3) New construction, expansion or change of manufacturing line  ・Change outside control limits described in the QC process chart or standards.  　　(1) Change of condition management points (e.g., temperature, pressure, etc.)  　　(2) Change of frequency of calibration/daily inspection |
| Change of materials | Change of materials/quality of materials/components  (including subsidiary materials) | ・Change of materials/components manufacturers.  　　(1) Change of materials/components/subsidiary materials manufacturers..  　　(2) Change of suppliers' venders, 2nd venders and 3rd venders.  ・Change of materials/components.  　　(1) Change of materials/components. (e.g., Model number，size，quality of materials,  rate of use of recycled materials, material grade,  pre-drying time of material, molding auxiliary material [antirust, grease agent, release agent, lubricants], etc.)  　　(2) Change related to regulated chemical substances  (e.g., Component materials, subsidiary materials used in the manufacturing process, etc.)  　　(3) Change of fire retardants and additives in resin materials (Use of red phosphorus prohibited)  ・Change of blending quantities of components and material. (e.g., lubricants, recycled material, etc.) |
| Change of work methods | Change of work methods , work sequence or working conditions | ・For a change outside the control limits provided for in the QC process chart or standards.  　　(1) Change of process (e.g., From manual to automatic，shapes，sizes，dies/molds, jigs,  drying of materials, coating, gate and burr finishing, etc.)  　　(2) Addition/deletion of processes  　　(3) Change of working conditions  (e.g., Change of the mixing ratio of the treatment liquid,  adhesive curing time, molding [injection speed, pressure holding, pressure time, cooling time, mold time, cylinder temperature], Annealing treatment method [jigs, temperature, time], press fitting of insert, etc.)  　　(4) Change of work standards  ・Change of inspection  　　(1) Change of inspection methods  (e.g., From 100% inspection to sampling inspection，sampling method, etc.)  　　(2) Change of inspection conditions  (e.g., Inspection standards，control limits, etc.)  ・Change of packaging  　　(1) Change of packaging methods  (e.g., Materials, shapes, sizes, number of packages, etc.) 　　(2) Change of packaging indications (e.g., Labels, barcodes, etc.)  ・Change of distribution routes |

**Unit’s Guidelines for Nature of Production Condition Changes**

Annex-2-5

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| Item | | Guidelines for Nature of Production Condition Changes |
| Change of personnel | Change of manufacturing locations | ・Change/integration/relocation of factories.  ・Change supplier from Company A to Company B (Except change of trading company)  ・Change/addition of vender’s venders.  ・Change from cooperative company to in-house manufacturing or from in-house manufacturing to a cooperative company. |
| Company name change and change in the line of business | ・Company name change due to a merger, company split-up.  ・Change in the line of business. |
| Change of person in charge of QA | ・Change of person in charge of QC. |
| Personnel change | ・Change of more than half of personnel. |
| Change of equipment | Change of manufacturing/inspection equipment | ・Change of manufacturing/inspection equipment.  　　(1) For new installation or change.  (e.g., Applicators, irradiation machines, washers, dies, inspection equipment, etc.)  　　(2) Revision, remodeling of dies/molds and blocks  　　(3) New construction, expansion or change of manufacturing line  ・Change outside control limits described in the QC process chart or standards.  　　(1) Change of condition management points  (e.g., Life of irradiation lamps, dies, molding machines, processing machines, coaters, etc.)  　　(2) Change of frequency of calibration/daily inspection |
| Change of materials | Change of materials/quality of materials/components  (including subsidiary materials) | ・Change of materials/components manufacturers.  　　(1) Change of materials/components/subsidiary materials manufacturers..  　　(2) Change of suppliers' venders, 2nd venders and 3rd venders.  ・Change of materials/components.  　　(1) Change of materials/components.  (e.g., Model number，size，quality of materials, heat treatment, surface treatment, write data, circuits/modules/FW, upgrades, shape, coating, plating, labels, indications, etc.)  　　(2) Change related to regulated chemical substances  (e.g., Component materials, subsidiary materials used in the manufacturing process, etc.)  　　(3) Change of fire retardants and additives in resin materials (Use of red phosphorus prohibited)  ・Change of blending quantities of components and material. (e.g., lubricants, etc.) |
| Change of work methods | Change of work methods , work sequence or working conditions | ・For a change outside the control limits provided for in the QC process chart or standards.  　　(1) Change of process (e.g., From manual to automatic，shapes，sizes，dies/molds, jigs, manufacturing line, washing method, degreasing method, air leak, tightening torques , plating, adhesive application method [amount, location, irradiation time, illuminance, etc.], etc.)  　　(2) Addition/deletion of processes  　　(3) Change of working conditions  (e.g., Change of the mixing ratio of the treatment liquid, adhesive curing time, etc.)  　　(4) Change of work standards  ・Change of inspection  　　(1) Change of inspection methods  (e.g., From 100% inspection to sampling inspection，sampling method, etc.)  　　(2) Change of inspection conditions  (e.g., Inspection standards，control limits, shipping test conditions, etc.)  ・Change of packaging  　　(1) Change of packaging methods  (e.g., Materials, shapes, sizes, number of packages, etc.) 　　(2) Change of packaging indications  (e.g., Labels, barcodes, etc.)  ・Change of distribution routes |

**PCB assembly’s Guidelines for Nature of Production Condition Changes**

Annex-2-6

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| Item | | Guidelines for Nature of Production Condition Changes |
| Change of personnel | Change of manufacturing locations | ・Change/integration/relocation of factories.  ・Change supplier from Company A to Company B (Except change of trading company)  ・Change/addition of vender’s venders.  ・Change from cooperative company to in-house manufacturing or from in-house manufacturing to a cooperative company. |
| Company name change and change in the line of business | ・Company name change due to a merger, company split-up.  ・Change in the line of business. |
| Change of person in charge of QA | ・Change of person in charge of QC. |
| Personnel change | ・Change of more than half of personnel. |
| Change of equipment | Change of manufacturing/inspection equipment | ・Change of manufacturing/inspection equipment.  　　(1) For new installation or change (e.g., Film punchers, exposure equipment, mask washers, mounters, reflow ovens, drills, laser drills, laser plotters, inkjet printers, rework systems, automatic appearance inspection equipment., substrate dividers, etc.)  　　(2) Revision, remodeling of dies/molds and blocks  　　(3) New construction, expansion or change of manufacturing line  ・Change outside control limits described in the QC process chart or standards.  　　(1) Change of condition management points (e.g., Speed, temperature, etc.)  　　(2) Change of frequency of calibration/daily inspection |
| Change of materials | Change of materials/quality of materials/components  (including subsidiary materials) | ・Change of materials/components manufacturers.  　　(1) Change of materials/components/subsidiary materials manufacturers..  　　(2) Change of suppliers' venders, 2nd venders and 3rd venders.  ・Change of materials/components.  　　(1) Change of materials/components. (e.g., Model number，size，quality of materials, solder cream, flux, solders, etc.)  　　(2) Change related to regulated chemical substances  (e.g., Component materials, subsidiary materials used in the manufacturing process, etc.)  　　(3) Change of fire retardants and additives in resin materials (Use of red phosphorus prohibited)  ・Change of blending quantities of components and material. (e.g., lubricants, etc.) |
| Change of work methods | Change of work methods , work sequence or working conditions | ・For a change outside the control limits provided for in the QC process chart or standards.  　　(1) Change of process  (e.g., From manual to automatic，shapes，sizes，dies/molds, jigs, washing method, soldering, etc.)  　　(2) Addition/deletion of processes  　　(3) Change of working conditions  (e.g., Change of the mixing ratio of the treatment liquid, adhesive curing time, etc.)  　　(4) Change of work standards  ・Change of inspection  　　(1) Change of inspection methods  (e.g., From 100% inspection to sampling inspection，sampling method, inspection process sequence, etc.)  　　(2) Change of inspection conditions  (e.g., Inspection standards，control limits, shipping test conditions, etc.)  ・Change of packaging  　　(1) Change of packaging methods  (e.g., Materials, shapes, sizes, number of packages, trays, sticks, taping, moisture proof, etc.)  　　(2) Change of packaging indications  (e.g., Labels, barcodes, etc.)  ・Change of distribution routes |

**PCB’s Guidelines for Nature of Production Condition Changes**

Annex-2-7

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| Item | | Guidelines for Nature of Production Condition Changes |
| Change of personnel | Change of manufacturing locations | ・Change/integration/relocation of factories.  ・Change supplier from Company A to Company B (Except change of trading company)  ・Change/addition of vender’s venders.  ・Change from cooperative company to in-house manufacturing or from in-house manufacturing to a cooperative company. |
| Company name change and change in the line of business | ・Company name change due to a merger, company split-up.  ・Change in the line of business. |
| Change of person in charge of QA | ・Change of person in charge of QC. |
| Personnel change | ・Change of more than half of personnel. |
| Change of equipment | Change of manufacturing/inspection equipment | ・Change of manufacturing/inspection equipment.  　　(1) For new installation or change  (e.g., exposure equipment, mask washers, drills, laser, laser plotters, inkjet printers, automatic appearance inspection equipment, desmear, copper plating, etc.)  　　(2) Revision, remodeling of dies/molds and blocks  　　(3) New construction, expansion or change of manufacturing line  ・Change outside control limits described in the QC process chart or standards.  　　(1) Change of condition management points  (e.g., washing water pressure in development, life of drills, etc.)  　　(2) Change of frequency of calibration/daily inspection |
| Change of materials | Change of materials/quality of materials/components  (including subsidiary materials) | ・Change of materials/components manufacturers.  　　(1) Change of materials/components/subsidiary materials manufacturers..  　　(2) Change of suppliers' venders, 2nd venders and 3rd venders.  ・Change of materials/components.  　　(1) Change of materials/components.  　　　　(e.g., Model number，size，quality of materials, Solder Regis, PCB / Prepreg, etc.)  　　(2) Change related to regulated chemical substances  (e.g., Component materials, subsidiary materials used in the manufacturing process, etc.)  　　(3) Change of fire retardants and additives in resin materials (Use of red phosphorus prohibited)  ・Change of blending quantities of components and material. (e.g., lubricants, etc.) |
| Change of work methods | Change of work methods , work sequence or working conditions | ・For a change outside the control limits provided for in the QC process chart or standards.  　　(1) Change of process  (e.g., From manual to automatic，shapes，sizes，dies/molds, jigs, etc.)  　　(2) Addition/deletion of processes  　　(3) Change of working conditions  (e.g., Change of the mixing ratio of the treatment liquid, adhesive curing time, clean level of cleanroom , temperature and humidity management of work environment , copper plating [nonelectrolyte and electrolysis], etc.)  　　(4) Change of work standards  (e.g., Laser beam machining, desmear, copper plating method, etc.)  ・Change of inspection  　　(1) Change of inspection methods  (e.g., From 100% inspection to sampling inspection，sampling method, etc.)  　　(2) Change of inspection conditions  (e.g., Inspection standards，control limits, etc.)  ・Change of packaging  　　(1) Change of packaging methods  (e.g., Materials, shapes, sizes, number of packages, trays, taping, moisture proof, etc.)  　　(2) Change of packaging indications  (e.g., Labels, barcodes, etc.)  ・Change of distribution routes |

**Surface treatment’s Guidelines for Nature of Production Condition Changes**

Annex-2-8

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| Item | | Guidelines for Nature of Production Condition Changes |
| Change of personnel | Change of manufacturing locations | ・Change/integration/relocation of factories.  ・Change supplier from Company A to Company B (Except change of trading company)  ・Change/addition of vender’s venders.  ・Change from cooperative company to in-house manufacturing or from in-house manufacturing to a cooperative company. |
| Company name change and change in the line of business | ・Company name change due to a merger, company split-up.  ・Change in the line of business. |
| Change of person in charge of QA | ・Change of person in charge of QC. |
| Personnel change | ・Change of more than half of personnel. |
| Change of equipment | Change of manufacturing/inspection equipment | ・Change of manufacturing/inspection equipment.  　　(1) For new installation or change (e.g., Preprocessing baths, driers, film thickness gauges, color-difference meters, gloss meters, elevators, carriers, inspection equipment, plating equipment [plating bath], heat treatment equipment, etc.)  　　(2) Revision, remodeling of dies/molds and blocks  　　(3) New construction, expansion or change of manufacturing line  ・Change outside control limits described in the QC process chart or standards.  　　(1) Change of condition management points  (e.g., Voltage of rectifiers, plating immersion time, etc.)  　　(2) Change of frequency of calibration/daily inspection |
| Change of materials | Change of materials/quality of materials/components  (including subsidiary materials) | ・Change of materials/components manufacturers.  　　(1) Change of materials/components/subsidiary materials manufacturers..  　　(2) Change of suppliers' venders, 2nd venders and 3rd venders.  ・Change of materials/components.  　　(1) Change of materials/components.  (e.g., Model number，size，quality of materials, solvents, antirust, wash primers, conversion treatment, paint and varnish, plating solution, cleaning solution, etc.)  　　(2) Change related to regulated chemical substances  (e.g., Component materials, subsidiary materials used in the manufacturing process, etc.)  　　(3) Change of fire retardants and additives in resin materials (Use of red phosphorus prohibited)  ・Change of blending quantities of components and material.( e.g., lubricants, etc.) |
| Change of work methods | Change of work methods , work sequence or working conditions | ・For a change outside the control limits provided for in the QC process chart or standards.  　　(1) Change of process (e.g., From manual to automatic，shapes，sizes，dies/molds, jigs, washing method, degreasing method, antirust method, coating method, etc.)  　　(2) Addition/deletion of processes  　　(3) Change of working conditions  (e.g., Conversion treatment conditions, plating conditions [time, temperature, concentration, exfoliation re-plating], heat treatment condition, replacement cycle of plating solution, drying conditions, change of the mixing ratio of the treatment liquid, adhesive curing time, etc.)  　　(4) Change of work standards  ・Change of inspection  　　(1) Change of inspection methods  (e.g., From 100% inspection to sampling inspection，sampling method, etc.)  　　(2) Change of inspection conditions  (e.g., Inspection standards，control limits, shipping test conditions, etc.)  ・Change of packaging  　　(1) Change of packaging methods  (e.g., Materials, shapes, sizes, number of packages, etc.) 　　(2) Change of packaging indications (e.g., Labels, barcodes, etc.)  ・Change of distribution routes |

**LSI, component’s Guidelines for Nature of Production Condition Changes**

Annex-2-9

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| Item | | Guidelines for Nature of Production Condition Changes |
| Change of personnel | Change of manufacturing locations | ・Change/integration/relocation of factories.  ・Change supplier from Company A to Company B (Except change of trading company)  ・Change/addition of vender’s venders.  ・Change from cooperative company to in-house manufacturing or from in-house manufacturing to a cooperative company. |
| Company name change and change in the line of business | ・Company name change due to a merger, company split-up.  ・Change in the line of business. |
| Change of person in charge of QA | ・Change of person in charge of QC. |
| Personnel change | ・Change of more than half of personnel. |
| Change of equipment | Change of manufacturing/inspection equipment | ・Change of manufacturing/inspection equipment.  　　(1) For new installation or change (e.g., Molds/dies, mask reticle manufacturing equipment, wafer manufacturing equipment, wafer processing equipment, assembly equipment, inspection equipment, other [conveyors, deionizing/chemical solution equipment, various types of gas equipment, cleanroom equipment, controls/monitoring equipment, jigs, washers/driers, flow rate control/ packaging/ measuring/ analysis equipment], etc.)  　　(2) Revision, remodeling of dies/molds and blocks  　　(3) New construction, expansion or change of manufacturing line  ・Change outside control limits described in the QC process chart or standards.  　　(1) Change of condition management points  　　(2) Change of frequency of calibration/daily inspection |
| Change of materials | Change of materials/quality of materials/components  (including subsidiary materials) | ・Change of materials/components manufacturers.  　　(1) Change of materials/components/subsidiary materials manufacturers.  　　(2) Change of suppliers' venders, 2nd venders and 3rd venders.  ・Change of materials/components.  　　(1) Change of materials/components.  (e.g., Model number，size，quality of materials, wafer sizes, lead frames, bonding wire, solder balls, molding materials, caps, encapsulants, electrodes, dielectrics, circuits/modules/FW, upgrades, shape, coating, plating, labels, indications, etc.)  　　(2) Change related to regulated chemical substances  (e.g., Component materials, subsidiary materials used in the manufacturing process, etc.)  　　(3) Change of fire retardants and additives in resin materials (Use of red phosphorus prohibited)  ・Change of blending quantities of components and material. (e.g., lubricants, etc.) |
| Change of work methods | Change of work methods , work sequence or working conditions | ・For a change outside the control limits provided for in the QC process chart or standards.  　　(1) Change of process  (e.g., From manual to automatic，shapes，sizes，dies/molds, jigs, packages, etc.)  　　(2) Addition/deletion of processes  　　(3) Change of working conditions  (e.g., Change of the mixing ratio of the treatment liquid, adhesive curing time, burn-in conditions, etc.)  　　(4) Change of work standards  ・Change of inspection  　　(1) Change of inspection methods  (e.g., From 100% inspection to sampling inspection，sampling method, etc.)  　　(2) Change of inspection conditions  (e.g., Inspection standards，control limits, shipping test conditions, etc.)  ・Change of packaging  　　(1) Change of packaging methods (e.g., Materials, shapes, sizes, number of packages, trays, sticks, taping, moisture proof etc.)  (2) Change of packaging indications (e.g., Labels, barcodes, etc.)  ・Change of distribution routes |