

## HED<sup>®</sup> Supplier Product/Process Change Notification

Complete this form and e-mail to HED<sup>®</sup>, Inc. whenever there is a change to the manufacturing build process or product form, fit, or function. HED<sup>®</sup>, Inc. may request additional change clarification.

To: \_\_\_\_\_ (HED Buyer Name) Customer: HED<sup>®</sup>, Inc. \_\_\_\_\_

Customer Part Number: \_\_\_\_\_ Revision Level: \_\_\_\_\_ Dated: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_ Safety and/or Government Regulation: \_\_\_\_\_

### **SUPPLIER MANUFACTURING INFORMATION**

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

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Change Type (check all that apply)

- Dimensional
- Materials
- Functional
- Appearance

**Design Responsibility:**  HED<sup>®</sup> Inc  Supplier

### **Supplier Change That May Affect End Item:**

Product Change  Drawing Change  New/Revised Subcomponent  Process Change

### **DETAILED DESCRIPTION OF PRODUCT / PROCESS CHANGE:**

---

---

---

**Planned Date of Implementation:** \_\_\_\_\_

### **DECLARATION:**

I hereby certify that representative samples will be manufactured using the revised product and/or process and verified, where appropriate, for dimensional change, appearance change, physical property change, functionally for performance and durability. I also certify that documented evidence of such compliance is on file and available for customer review.

Explanation/Comments: \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**BUSINESS PHONE NO:** \_\_\_\_\_ **FAX NO:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*NOTE: Please submit this notification at least 6 weeks prior to the planned change implementation!*