

PPG Change Notification Requirements for Suppliers

All suppliers must have a system for **controlling and managing change** that includes a mechanism for notifying PPG of any proposed change at least ninety days prior to the planned date of change in production.

Notification is required for any change that has the potential to effect the characteristics, performance or regulatory compliance of PPG products. Suppliers should seek clarification from PPG if they are uncertain as to whether a planned change requires notification and approval by PPG.

Notification is required for the following:

- Change in raw material from a new or existing supplier
- Significant change in processing parameters or processing equipment
- Minor changes in formulation or ingredient levels (< 2%)
- Changes to the Material Safety Data Sheet (MSDS)

Approval from PPG is required for the following:

- Change in manufacturing site
- Changes in specification and/or test method for a certified property
- Major changes in formulation or ingredient levels ($\geq 2\%$)
- Changes in type of packaging or in the packaging characteristics

Suppliers must submit to PPG the details of the change ninety days prior to the planned change (see PPG's Change Notification form):

Type of change and reason for the change
Products impacted
Details of change process
Expected date of implementation

PPG may require additional information and/or material samples to assess the potential risk of the proposed change.

For materials used by multiple PPG sites and business units, approvals by each business unit affected may be required. For critical changes, a PPG audit of the facility may be required as well.

Once the necessary approvals and related agreements are in place, the timing of the change must be agreed upon. The supplier must then notify PPG when the first lot of material produced following the implementation of the change will be shipped to PPG.

If the supplier intends to **discontinue production** of any material, written notice must be submitted to PPG:

- A minimum of 2 years for colored pigments
- A minimum of 6 months for all other materials

In addition to meeting the minimum timeframe for notification, the supplier must have adequate safety stock of material to cover outstanding PPG purchase orders.