

4M Change Control Guideline

Revision History

Version	Revision Date			Overview of Revised Contents
A	18	9	14	-Established.
B	19	6	3	<ul style="list-style-type: none"> - Added: Cover and Revision History. - Section 3: Added "If there is any change... regardless of the rank." - Section 3: Added "(*) Please check all items... regardless of the rank." - Appendix 1: Change rank of [Jig change] A -> B - Appendix 1: Change rank of [Remodeling/modifying of jig] B -> C

1. Purpose

This guideline indicates our requirement for 4M (Man, Method, Machine, Material) change control to our suppliers.

2. Scope of Application

4M changes occur at our suppliers. (Including the subcontractor.)

3. 4M Change Rank/Necessity of Notice

Please refer to the 4M change item/rank in [Appendix 1] and follow the table below. If there is any change in delivery specification, the change notice is required regardless of the rank.

Rank	Category of Change	Necessity of Investigation of Effect (*)	Necessity of Change Notice to EIZO
A	Changes with a serious effect on quality	Required	Required
B	Changes may have an effect on quality	Required	Optional (We may ask the submission of the investigation report of effect.)
C	Changes occur on a daily basis	Required	Not Required

(*) Please check all items directly/indirectly related to the 4M change and conduct the investigation of its effect. In principle, any negative effect and degradation are not accepted. Please be sure to assess the presence or absence of effect not only by judging an Accept/Reject criterion but also by checking the degradation. If there is any degradation, the change notice is required regardless of the rank.

4. Change Notice Procedure

Items to be notified	Free format. Please notify the information below: <ul style="list-style-type: none"> - Items to be changed. - Effective date of change. - Investigation report of effect. (In principle, any negative effect and degradation are not accepted.) - Regulations/Standards revised with the change. - Delivery date of changed item.
Deadline for submission	In principle, three months in advance of the effective date.
Place of submission	EIZO Procurement Dept.

[Appendix 1] 4M Change Item/Rank

Category	Change Item	Rank
Facility/ General	Factory change/New factory	A
	New production line	A
	Partial expansion/layout change of production line	C
	Subcontractor change	A
Method	Operation procedure/method change with revision of QC process flow chart	A
	Operation procedure/method change without revision of QC process flow chart	B
	Operation condition change (e.g. Soldering condition change with revision of QC process flow chart)	A
	Automation <-> Manual operation	B
	Dimension and tolerance specification change	A
Machine/ Equipment	New production/inspection machine	A
	Renewal/remodeling of production/inspection machine	
	Additional introduction of existing production/inspection machine	B
	Control item/criterion change of production/inspection machine with revision of QC process flow chart	A
	Maintenance/periodic inspection of production/inspection machine	C
	New mold with new drawing	A
	Renewal of mold/Making an additional mold with existing drawing	A
	Remodeling/modifying of mold with the shape/dimension change	A
	Maintenance of mold without the shape/dimension change	C
	Jig change	B
Remodeling/modifying of jig	C	
Material	Material change	A
	Intended change of component content/contained amount	A
	New material manufacturer	A
Man	Worker change	C
	Change of more than half of workers engaged in special process in [Appendix 2]	B
	Change of more than half of workers engaged in inspection process/incoming inspection/outgoing inspection	B

[Appendix 2] Special Process list

Category	Process
Chemical Processing	- Plating
Machine Processing	- Swaging - Hole drilling - Polishing - Shot peening - Laser processing
Welding	- Spot welding - Electron beam welding - Flash welding
Soldering	- Automatic/semi-automatic soldering - Manual soldering
Bonding	- Metallic material - Composite material
Measurement	- 3D measurement
Non-destructive inspection	- X-ray inspection - Magnetic inspection - Ultrasonic inspection
Surface treatment	- Coating - Painting - Sputtering - Film forming of alloy
Heat treatment	- Alloy coating - Nitriding - High frequency induction hardening
Others	- Autoclave - Chemical milling - Other special process required to control the process in delivery specification