

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.

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 **1 year** 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.

Suppliers are required to notify and obtain acceptance from PPG before to implement any change that has the potential to effect the characteristics, performance or regulatory compliance of PPG products. PPG reserves the right to evaluate the impact of the proposed change and the approval process for each case.

Minimum change notification requirements:

- Change in raw material from a new or existing supplier
- Significant change in processing parameters or processing equipment
- Any change in formulation or ingredient levels
- Change in manufacturing site
- Changes in specification and/or test method for a certified property
- Changes to the Material Safety Data Sheet (MSDS)
- Changes in type of packaging or in the packaging characteristics

For changes that fall outside the above, it is expected that the supplier makes any reasonable effort to notify PPG of any change(s):

- Suppliers must submit to the procurement contact (sourcing manager), details of the change ninety days prior to the planned change (see PPG's Change Notification form): [SQR02a_PPG Automotive Change Notification and Approval Form](#)
- Set a specific meeting (physical or virtual) with the relevant PPG contacts to ensure that the change is understood from PPG side.

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.

