**Notification of Process Change**

I.  **What is it?**

A notification of process change is a formal written approval request provided to Amway from the supplier detailing process or product changes. Suppliers are required to maintain and demonstrate change control through documentation, validation, control, and lot traceability. Formal Amway approval for changes must be obtained prior to changes occurring. Qualification samples and supporting data may be requested by Amway before granting formal approval.

II.  **When do I have to provide a notification of process change?**

Notification of process change requests should be communicated to your Amway Procurement representative with adequate advance notice given to allow for any necessary analytical/reliability/market registration/stability/panel testing to be performed. Please be sensitive that some changes may take up to 2 years to implement.

III.  **Examples of Changes**

A change is classified as any modification(s) to the process or components which may affect the fit, form, function, quality, color and integrity of the final product.

Examples include, but are not limited to:

- Changes in sub-supplier
- Design/Formulation: Any change in materials used or composition of raw material(s)
- Processes: Any change to the manufacturing processes or equipment
- Facilities: Moving to a different facility, or adding lines to or changing lines within a current facility
• Trade Name or INCI (International Nomenclature of Cosmetic Ingredients) name changes
• Test Method changes

IV. What do I have to provide?

At minimum, the Process Change Notification should include the following information:

☐ Description of the change
☐ Reason for the change
☐ Amway products that are affected
☐ Implementation date of change
☐ Indication of whether the change is temporary or permanent
☐ Time period for the change (if temporary change)
☐ Explanation of how product produced from the change will be identified
☐ Suppliers are expected to supply qualification samples and supporting data upon Amway’s request

A printable version of this checklist is available under the Business Requirements > Quality > Forms section of this website.