



Product Change Notice Procedure For Musco Lighting

Purpose

This procedure defines the process Musco suppliers must use to notify Musco of supplier-initiated product changes.

Scope

This procedure must be used to report any product change or significant manufacturing process change, if such change may affect the fit, form, function, or environmental compliance of any material, part, product, or assembly supplied to Musco for the manufacture of Musco products.

Definitions

- Environmental Compliance – conformance with Musco specification S61-54-00, "Environmental Compliance Requirements for Musco Products", which restricts the use of certain hazardous substances, for the purpose of protecting the environment and complying with governmental directives worldwide.
- Effective Date – date the supplier determines the product change will take effect, any product received by Musco after that date will have the change.

Roles and Responsibilities

1. Suppliers are responsible for the maintenance of their own purchased material to a level where they can demonstrate that they will also be notified and can react to changes in their purchased materials. Musco may verify the supplier's level of material control through periodic auditing.
2. Suppliers will notify Musco of any upcoming product changes as outlined in the scope of this procedure. Notification should be made as early as possible to allow Musco time for approval or time to research alternatives if needed. The notification can be made by using the Musco Product Change Request / Notification Form, which can be found at website www.musco.com/ec.
3. Suppliers that wish to use their own form to notify Musco of a product change may do so provided the following information is included as a minimum:
 - Supplier name and address
 - Part name
 - Effective date
 - Section for Musco Approval
 - Musco part number
 - Supplier/Mfg part number
 - Description of change
4. The completed form should be emailed to pcn@musco.com.
5. The Musco Purchasing department will monitor the Product Change Notices (PCNs) and verify the signed copy is returned to the supplier indicating approval or rejection. Musco Purchasing will also verify receipt of the signed PCN by the supplier.