

# Horton Supplier Change Notification Process



Engine **Cooling Solutions** Worldwide\*



## Supplier Change Notification Process

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The purpose of this process is to define the procedure suppliers must follow when requesting a change to product, process, equipment or any other component which may directly or indirectly impact quality, cost, delivery, performance, appearance or otherwise alters the condition of the material as agreed in the original standard, print, specification or purchase order.

This procedure applies to all companies who supply product to Horton Inc., specifically where changes impact the supply chain, materials, manufacturing processes (part specifications, inspection methods, production sites, manufacturing methods/practices, tools/fixtures/jigs/dies or other production equipment). Reference appendix 1 below for additional detail on Horton product change notification requirements.

**In all cases, a change must be preceded by a completed Supplier Request for Change Form. The change form shall be completed and submitted to;**

Horton Inc.,  
Attn: Purchasing  
2565 Walnut Street  
Roseville, MN 55113  
[dan.bell@hortonww.com](mailto:dan.bell@hortonww.com)

The Supplier Change Request Form can be downloaded from the Horton website under the tab Supplier Quality in the left margin.

Change Category	Example	Horton Approval Required
Manufacturing Plant Environmental Conditions	Change to or addition of production plant/sites that will be manufacturing Horton products	Yes
	Changes in the work environment that could affect the manufacturing or storage condition of Horton products. Example: excessive humidity	Yes
	Changes in the work environment that do not affect Horton product. Example: lighting change	No

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Manufacturing Processes, Equipment & Tooling	Change of production line layouts. Example: physically moving a packaging machine.	No
	Shift Changes.	No
	Maintenance of work standards Preventive Maintenance.	No
	Change the manufacturing of a Horton product from one piece of equipment to another.	Yes
	Change of production methods.	Yes
	Adding, deleting, changing to/from automated manufacturing processes.	Yes
	Addition, modification, repair/transfer or jigs, tools or fixtures.	Yes
	Changes to processing conditions or methods.	Yes
	Adding new equipment that will be used to manufacture Horton product.	Yes

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Change Category	Example	Horton Approval Required
Materials / Supply Base	Change or addition of a supplier, sub-tier supplier, outside or contract manufacturer.	Yes
	Any changes that will affect the fit, form, function or appearance of a material that is or is not specified on a drawing.	Yes
	Requesting to use recycled materials or changing mixing ratios/times, etc.	Yes
Inspection / Calibrated Devices	Changes to the in-process or raw material sampling methods, number of inspection points, inspection items or ratios.	No
	Changes to final inspection sampling plans, number of inspection points, inspection items or ratios without having data to substantiate the changes.	Yes
	Changes to or the inability to recalibrate gages or equipment used to validate Horton products prior to shipment to Horton.	Yes
Packaging / Warehouse conditions	Changes to “internal” packaging components or configurations.	Yes
	Changes to “external” packaging components or configurations.	Yes

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Packaging / Warehouse conditions	Requests to change transportation methods (freight forwarders, air vs. sea shipment, etc.)	Yes
	Changes to packaging quantities (relative to the originally agreed upon specifications).	Yes
	Changes to the warehouse environment that could affect the manufacturing or storage condition of Horton products.	Yes
	Physical location change of warehouse / storage area.	Yes