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SPECIFICATION DEVELOPMENT PROCESS

Two distinct processes exist for specification development, depending on the ABG product line for which a given component will be used.

1) Consumables (Beauty, Personal Care, Home Care, and Nutrition Products)

Development of component and raw material specifications and revisions is controlled by R&D. When a new component/chemical is to be developed or an existing specification is to be changed, the requesting party submits the document to Document Development. Existing documents are submitted to Change Control prior to submission to Document Development. When Document Development issues documents the Spec Notification System (SNS) picks up the document and then notifies that supplier(s) of the Active specification/change by email.

The Active component/raw material specification is then reviewed by the affected supplier(s). The supplier(s) returns the specification only to request any changes to be made or comments they may have.

Document Development notifies R&D of any changes requested by the supplier(s). If the changes are agreed upon, the specification is submitted to change control, revised, and routed for approval as necessary. If the changes are not approved, the supplier is contacted for clarification.

2) Durables (Water and Air Treatment System Products)

Component specification and/or drawing development and revisions are controlled by way of ABG's Engineering Change Procedure. When a new component is to be developed, or an existing component is to be changed, the requesting party fills out the **Engineering Change Form**. The Engineering Change Form is located in the Specification and Artwork section of the ABG Supplier Portal.

The proposed component/change is then reviewed by the affected supplier(s) and ABG's Engineering Change Control Board. Approval and agreement that the proposal is feasible and appropriate is indicated by signing the first page of the ECR. Once all parties have signed the ECR, development activities to achieve the desired change begin.

As development work on the change is completed and success criteria as indicated on the ECR's second page are met, the ECR is routed again for second page signatures. These signatures indicate that the parties agree that the new or revised specification should be implemented and that the manufacturing process for the change is capable of meeting the specified criteria. Once all parties have signed the second page of the ECR, it then becomes an Engineering Change Notice (ECN) and the finalized specifications are issued.

For more detailed information, please read ABG's **Engineering Change Procedure** located in the Specification and Artwork section of the ABG Supplier Portal.