

Process Change Notice

Production Workflow Update

PCN Number

Date Issued

Revision

Originator

Department

Effective Date

Process Change Details

Current Process Description

Process Change Summary

Reason for Change

Impacted Products / Lines

Implementation Plan

Steps for Implementation

| Action Item | Responsible Person | Target Date | Status |
|-------------|--------------------|-------------|--------|
| | | | |
| | | | |

Approval

Originator

Date

Department Head

Date

Quality Manager

Date

Note: Attach supporting documents or diagrams if necessary.