

Process Change Notice

Production Workflow Update

PCN Number	<input type="text"/>
Date Issued	<input type="text"/>
Revision	<input type="text"/>
Originator	<input type="text"/>
Department	<input type="text"/>
Effective Date	<input type="text"/>

Process Change Details

Current Process Description	<input type="text"/>
Process Change Summary	<input type="text"/>
Reason for Change	<input type="text"/>
Impacted Products / Lines	<input type="text"/>

Implementation Plan

Steps for Implementation	<input type="text"/>
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Action Item	Responsible Person	Target Date	Status

Approval

Originator

Date

Department Head

Date

Quality Manager

Date

Note: Attach supporting documents or diagrams if necessary.