

Process Change Notification (PCN) Sample for Packaging Process

PCN Number:

Date Issued:

Customer Name:

Product Name / Code:

Effective Date:

Contact Person:

1. Description of Change

Existing Packaging Process	Proposed Change	Reason for Change

2. Impact Assessment

Aspect	Assessment
Product Quality	
Production Lead Time	
Cost	
Others	

3. Verification & Validation Plan

4. Implementation Plan

5. Reference Documents

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Approved by

Reviewed by

Customer Acknowledgment