



Supplier Product / Process Change Notification Requirements

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Revision History

Rev	Name	Change	Date
1	Daniel Le Saux	Initial Release	03/20/2012
2	Fernanda Lares	Removed reference to generic e-mail supplier.pcn@skyworkdinc.com due to lack of activity	04/14/2016

1 Purpose and Scope

1.1 Purpose

The purpose of this specification is to formally establish requirements for communicating and managing process or product changes that may potentially affect products or services being provided to Skyworks.

1.2 Scope

This specification applies to all Skyworks suppliers of Level 1 Materials and Level 4 Services.

2 Acronyms / Terminology and Description / Definition

Change

An alteration to a product or process.

Process

A combination of people, procedures, methods, machines, materials, measurement equipment, and/or environment for specific work activities to produce a given product or service.

PCN

Product/Process Change Notification - a document sent to Skyworks describing a proposed product or process change, the reasons for the change, and the projected impact of the change

3 Associated Documents

Access to Skyworks documentation is enabled through our [Supplier Web Site](#).

SQ04-0070 Supplier Product / Process Change Notice

4 General

4.1 Change Management System

The supplier shall have a formally documented change management system in place that reviews, verifies and validates change proposals before implementation. This system shall include customer notification as outlined in section **5 Communication of a Proposed Change**.

If a change is approved, the supplier shall ensure that all associated documents and records are updated to formally deploy the change within their organization including, but not limited to:

- Procedures, work instructions, drawings and specifications
- Process FMEAs, process flowcharts and process control plans
- Floor layouts
- Measurement system analysis
- SPC charts and capability studies
- Preventive maintenance instructions
- Training instructions and records
- Approved supplier list
- Environmental, health and safety impacts
- Qualification plans and reports

4.2 Change Approval

The supplier shall not make any changes to their products or processes without prior written consent and approval from Skyworks. These include changes to, or additional:

- Locations
- Facilities
- Manufacturing process
- Manufacturing equipment
- Test or measurement process
- Test or measurement equipment
- Supplier or sub supplier
- Components or subcomponents
- Raw material
- Product design

This also includes any other change that may affect product form, fit, function or adversely affect reliability, quality or safety.

4.3 Review Period

Skyworks does not accept or acknowledge a time window or time limit to approve a proposed change. The supplier shall not deploy a change unless Skyworks has communicated its final approval. Skyworks is committed to providing a response within a reasonable amount of time.

4.4 PCN Policy Communication and Flow Down

Requirements set forth in this specification shall be communicated to all affected personnel within the supplier's organization. Supplier shall also flow down these requirements to their suppliers and sub-suppliers.

5 Communication of a Proposed Change

Supplier shall utilize **SQ04-0070 Supplier Product / Process Change Notice** (or equivalent) to request Skyworks review and approval of proposed change. The Product Process Change Notice (PCN) shall be forwarded to the Skyworks Supplier Quality Engineer and include the following:

- PCN tracking number
- Notification date
- Proposed first ship date for change
- Description and scope of change
- A statement confirming that no other change, besides the one outlined in the PCN, is included in the submission
- Products affected
- Parameters that may be affected
- Method for identifying changed product
- Reason for change
- Anticipated (positive and negative) impact on form, fit, function, reliability, quality or safety
- Qualification plan summary and results
- Launch plan
- Description of attached, supporting documentation
- Date when qualification samples are available
- Last date of manufacture of the unchanged product
- Name, address, telephone, e-mail and fax number of supplier contract
- Statement, if applicable, that device material declaration will be updated due to material change

If a submitted PCN does not have a direct effect on a Skyworks production released product, Skyworks may elect not to act on the submission.

6 Change Qualification

The supplier shall take all necessary steps to fully characterize and qualify the proposed change and provide quantitative evidence indicating that the change would have no detrimental effect on form, fit, function, reliability, quality or safety. Skyworks may elect to conduct its own characterization and/or qualification activities to further corroborate the data.

7 Change Approval / Rejection

The supplier must receive written approval (e.g. email or letter) from Skyworks Supplier Quality Engineer before proceeding with the launch plan. Verbal approvals are not admissible. If the change is denied, the supplier will be expected to continue providing products or services using the current production approved process and/or design.

Suppliers will be held accountable for changes made to their process without prior notification and approval that adversely impact form, fit, function, reliability, quality or safety of Skyworks' or our customer's products. Supplier will reimburse Skyworks for all additional costs, reasonably incurred including but not limited to scrap, rework, testing, repair, replacement, shipping and/or labor costs.