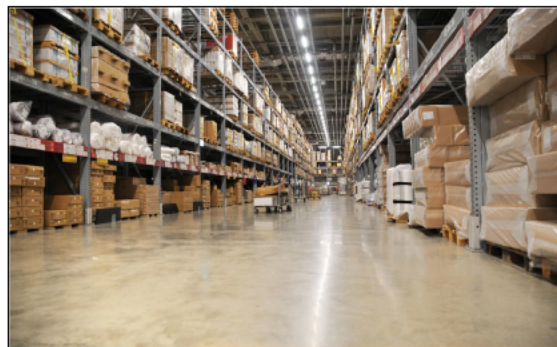




Supplier Product/Process Change Notification (PCN)

Training Material



Supplier Product/Process Change Notification (PCN)

In this training:

- Why do we need a PCN Process?
- What changes require a PCN?
- How do I submit a PCN to Brain Corporation?
- What happens after I submit a PCN?
- Q&A
- Brain Corporation PCN Point of Contact

Why do we need a PCN Process?

- It provides confidence to our Customers that Brain Corporation products are reliable, and that the product received by Brain Corporation consistently conforms to all product specifications.
- It ensures the Supplier changes have been considered into Brain Corporation requirements.
- It allows time to react for changes that need new or revised specifications and/or processes into our Products to maintain a smooth Supply Chain process



**ALL changes will be submitted to Brain Corporation
Supplier Quality via
Supplier Brain Corp PCN Submission Form**

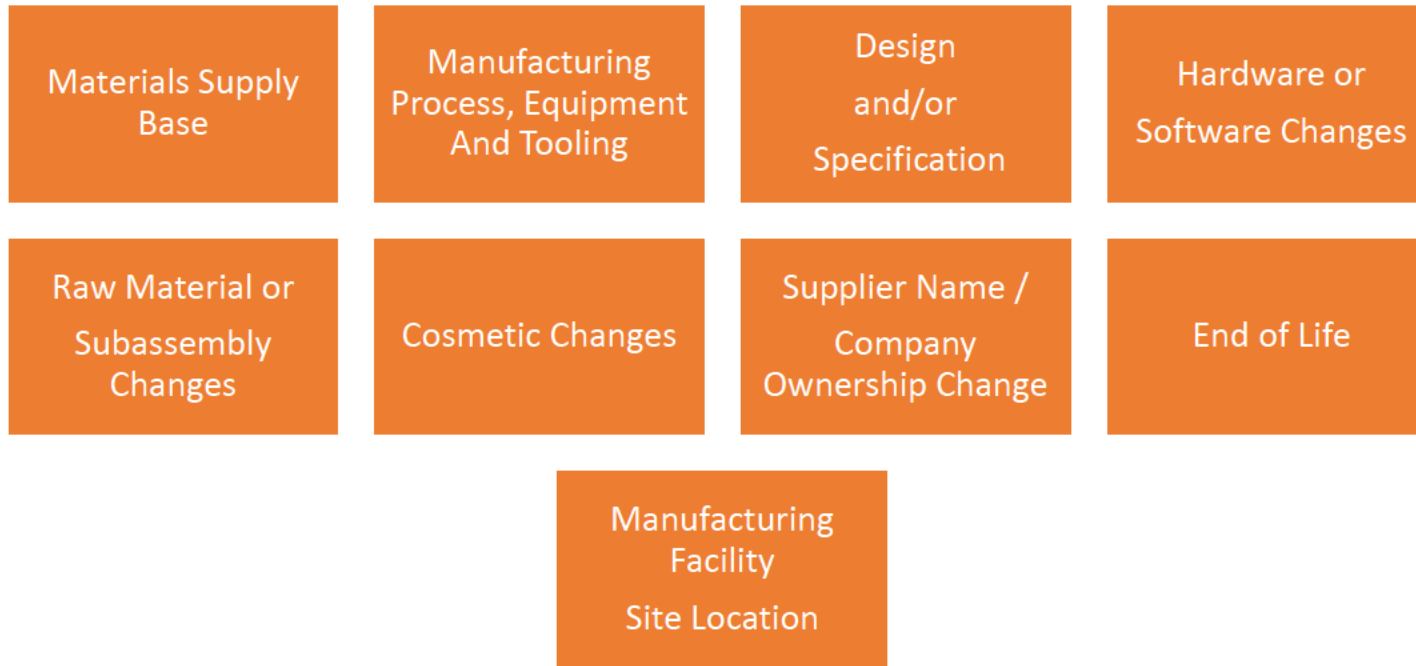
**Written approval from Brain Corporation must be
received prior to making any changes**

Expectations

- **No Deviations are allowed** in the production, or testing of materials or component, unless prior documented approval is granted by Brain Corporation
- **Verbal changes are not acceptable**
- **Do not assume that any changes are minor**
- **Min. 90 Day Advance Notification** from implementation date when possible
- **Min. 180 Day Advance Notification** for all End of Life PCNs when possible

***Failure to obtain written approval from Brain Corporation for any change will result in Supplier obligation for all costs to correct problems resulting from the unapproved changes**

Which Supplier **changes** require a Brain Corp PCN?



Product/Process changes including, but not limited to this list, require a PCN submission

How do I submit a PCN to Brain Corporation?

Please submit Brain Corporation PCN form via email to: supplierquality@braincorporation.com

Attached to this training, we have submitted **Brain Corporation PCN form**.

Please complete the form and attach as much information as you can provide for our Team to review and assess the change.

If possible, include samples or pictures, validation plans, test reports, comparison specifications, etc..

You submitted the PCN – now what?

After the PCN has been
successfully submitted



You will receive a PCN
Acknowledgement email with a
unique **PCN ID #**
(use for PCN progress tracking)



Internal
Brain Corporation
PCN process review

PCN Decision
communicated to
Supplier



Timeline will vary depending on
complexity of change

- Q: How do I get status updates and reports on the PCNs that I have submitted?
- A: Email the PCN Coordinator at supplierquality@braincorporation.com.
- Q: How long does it take to process a PCN?
- A: The length of time to process a PCN will vary depending on the request. It can vary from a few days to a several months, depending on complexity.
- Q: How much advance notice do I need to give on PCNs?
- A: Generally, notify Brain Corporation as soon as possible, but the minimum expectation is a 90 day advance notification from proposed implementation date on all changes and 180 day advanced notification of last order date for all End of Life PCNs.
- Q: Who can provide me with a decision on the PCN I submitted?
- A: You will be notified in writing by Brain Corporation

Brain Corporation PCN point of contact

For status inquiries or questions relating to your PCNs, please contact our Supplier Quality Department at:

supplierquality@braincorporation.com

