

## PCN Guidelines

Inform Lutron by PCN or email of any part discontinuation or any change in

Form

Fit

Function

Reliability

Specification (datasheet, drawing, test spec, etc)

Agency certification

Materials

Process

Tooling (manufacturing, assembly, test, programming, etc)

Site (manufacturing, assembly, test, programming, etc)

Packaging

Marking or labeling

Part number

Inform Lutron by PCN or email of any re-centering of or major shift in an electrical, mechanical or dimensional parameter even if the parameter is still within specification or is unspecified.

Send PCNs or emails to the Lutron

Strategic Buyer,

Tactical Buyer and

PCNleader@lutron.com

Notice is to be given at least three months in advance of the change. Less than three months notice will result in a demerit on the supplier's report card.

A detailed description of the change (including implementation date and means for distinguishing pre-change from post-change parts) is to be provided to Lutron.

The manufacturer's qualification test results are to be provided to Lutron.

Sample requirements are to be defined by Lutron.

The description, test results and samples are to be provided sufficiently in advance\* of Lutron's run-out of the pre-change part to allow for Lutron's qualification of the post-change part. A last-time-buy is to be offered toward this end. There will be at least three month's notice of a last-time-buy.

\* as determined by Lutron on a case-by-case basis, but typically about three months