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1 PURPOSE & SCOPE

The purpose of this document is to specify requirements for Qorvo suppliers to obtain approval for changes affecting products supplied to Qorvo. This includes change management of products, processes, equipment, documents, external providers and software comprising the configuration and manufacture of Qorvo product. The document provides instructions for using the Qorvo portal for submitting PCRs and providing requested information.

The document applies to Supplier-initiated changes and Qorvo-initiated changes. The requirements apply to production and prototype (after process lockdown) processes and products. It is the responsibility of the supplier to ensure that their suppliers (Qorvo Sub-Tier Suppliers) have the required processes in place to be compliant to this specification.

2 DEFINITIONS & ACRONYMS

Term	Definition
PCR	Process Change Request
SDP	Supplier Document Portal
SQE	Qorvo Supplier Quality Engineer
Approval Required	A field in the PCR set by Qorvo SQE after submission to specify if PCR must have full approval route (Approval Required = Yes) or reduced notification only approval route (Approval Required = No).
Phase	Five levels of the PCR process: Triage, Evaluation, Approval, Implementation and Closed.
PCR Approved	Indicates that the change has been evaluated and approved for implementation.
PCR Rejected	Indicates that the change has been rejected by Qorvo, and the PCR will return to the Evaluation phase for additional evaluation or will remain at Rejected status and terminated.
PCR Phase	N/A or Phase 1/Phase 2 as noted in section 5.3
OSAT	Out-sourced Assembly and Test supplier
SMD	Surface Mount Device

3 ROLES, RESPONSIBILITIES & AUTHORITIES

Role	Responsibilities
SQE	• Manages the PCR process for assigned supplier accounts. • May initiate a PCR to a supplier.
Supplier	• Submits change requests by completing required information on entry form on the portal and attaching required supporting documentation. • Maintains a system for the control and implementation of process changes. The system must incorporate Qorvo's requirements to ensure complete implementation of these requirements. • Is responsible for implementing approved changes and providing supporting documentation to close the implementation loop by communicating the change results back to Qorvo.

4 REFERENCES

Reference	Title	Location
COR.103	Supplier Quality Manual	Doc Center
MAT-21-1053	Passive Surface Mount Component Qualification Specification: Supplier Requirements	Doc Center

5 GENERAL

5.1 A PCR can be initiated by Qorvo or a Qorvo supplier.

5.2 A change can be permanent or temporary.

5.3 The supplier will issue one PCR per change, except for changes with Phase 1 and Phase 2.

5.3.1 Applicable to OSATs:

5.3.1.1 Phase 1 PCR – supplier qualification report of dummy parts with test plan by live parts for Phase 2 PCR.

5.3.1.2 Phase 2 PCR – supplier provides additional live parts data. The change can be implemented upon Phase 2 approval.

5.3.2 Applicable to SMD suppliers:

5.3.2.1 Phase 1 PCR – the supplier will submit component qualification report per MAT-21-1053. Qorvo will review data from supplier and determine internal evaluation/qualification plan of the proposed change.

Upon approval of Phase 1 PCR, the supplier is only allowed to produce change evaluation samples requested by Qorvo and is not allowed to implement the change to high volume manufacturing (HVM) products.

5.3.2.2 Phase 2 PCR- the supplier will submit change evaluation samples as requested by Qorvo. Qorvo will evaluate proposed change per evaluation plan determined in Phase 1 PCR.

Upon successful completion of Phase 2 PCR, the supplier is allowed to implement the change to HVM products.

5.4 The change may require Qorvo's approval before the change can be implemented or can be for notification purposes only. See Appendix A for examples of changes requiring approval or notification only. Qorvo SQE will assign the approval route in the system based on the submitted change. Generally:

5.4.1 Approval Required = 'Yes' is assigned for a major change to the product or process, or a new process that impacts form, fit, function, or reliability of the product. Changes to the supplier's methods or materials are included. Approval is also required for any changes to the supplier's control plan that are not associated with another change request, or for any changes that reduce the controls (relaxing spec limits, removing inspection step, etc).

5.4.2 Approval Required = 'No' (ie, notification only) is assigned for a minor change that does not impact form, fit, function, or reliability of the product.

6 SYSTEM ACCESS

6.1 Qorvo PCR system access is managed by Qorvo's assigned SQE for the supplier's account. Once access to the portal is given, a system email will be sent to the supplier contact with Username and a link to set a password.

6.1.1 If a supplier contact already has an account for Qorvo Supplier Document Portal (SDP), the same username and password will be used to access both SDP and PCR. The SQE will assign access to both systems.

From: Qorvo Supplier Central <noreply.sdp@qorvo.com>
Sent: Thursday, March 27, 2025 9:33 AM
To: Supplier Contact <supplier.contact@supplier.com>
Subject: Welcome to Qorvo Supplier Central

This email has been sent from an EXTERNAL source

Hi *Supplier Contact*,

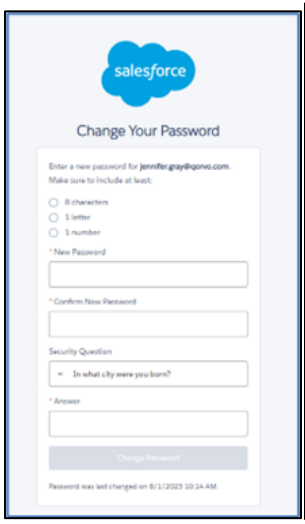
Welcome to Qorvo Supplier Central,

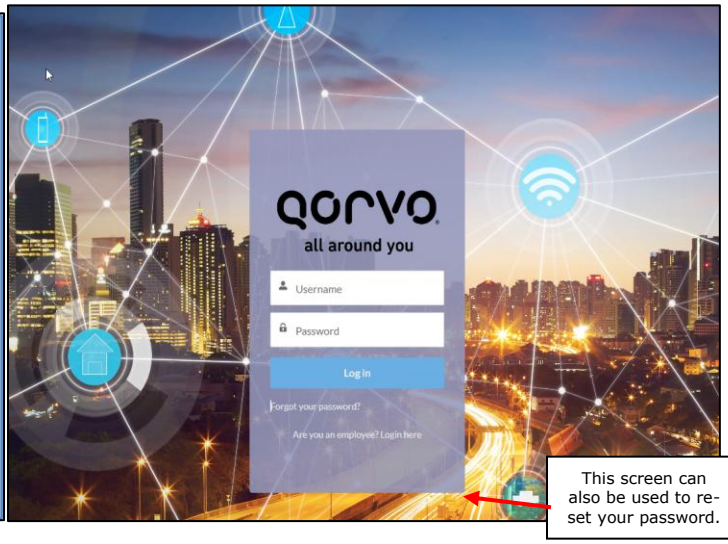
Supplier Central is used to access the Qorvo supplier applications assigned to your account. Upon your first access, you will be redirected to a 'Change Your Password' page to set your password for the first time. After that, for subsequent logins or by clicking the link you will always be directed to the login page to enter your username and password.

To get started, go to *https://nam10.safelinks.protection.outlook.com/?url=ht* .....

Username: *contact username*

Thanks,
Qorvo

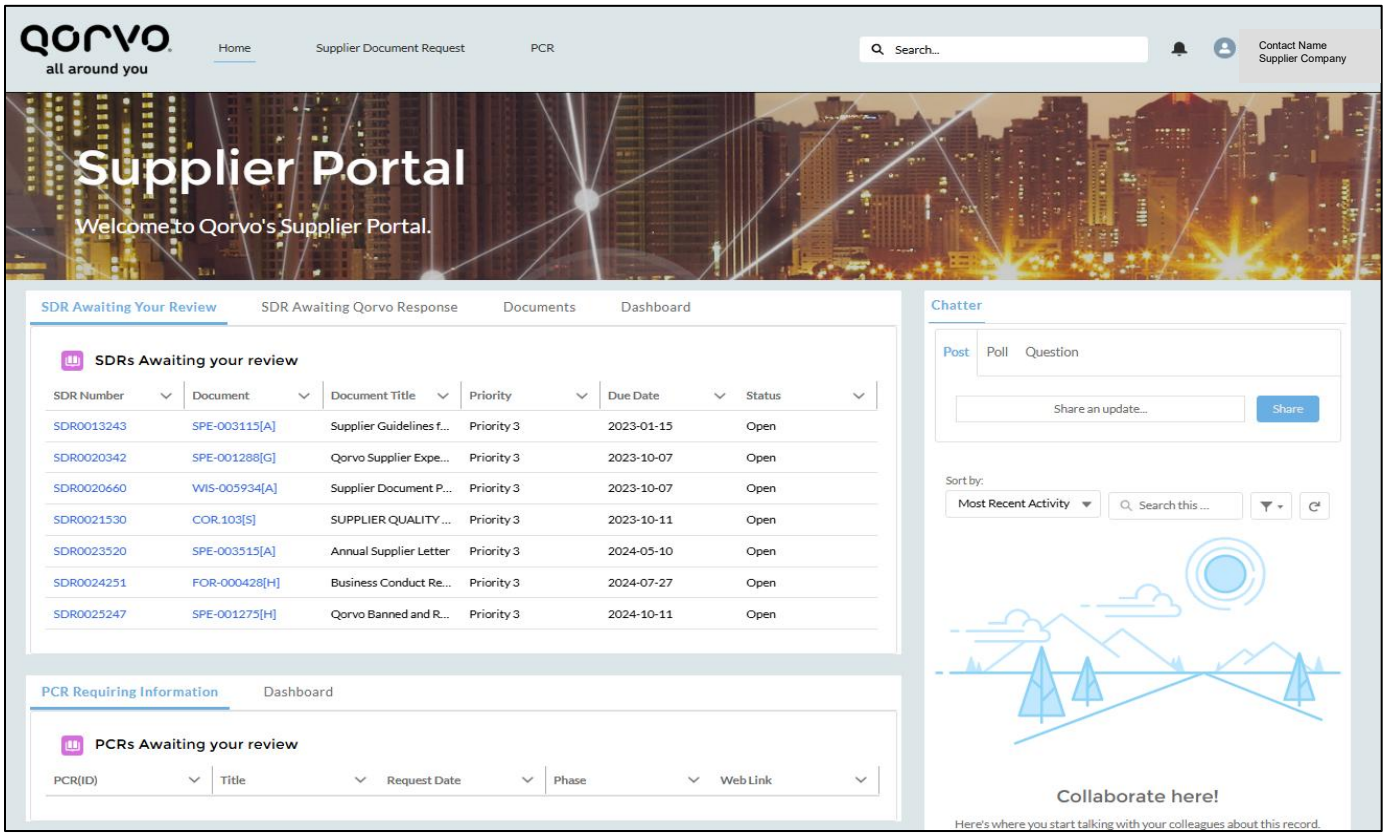




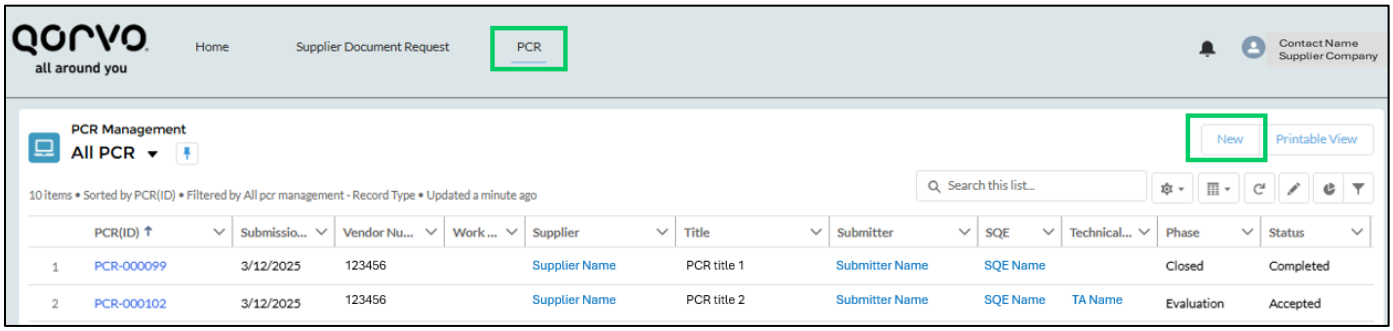
This screen can also be used to re-set your password.

7 NAVIGATING PCR SYSTEM

7.1 After logging in, you will arrive at your portal Home page. Depending on your permissions assigned by your Qorvo SQE, the PCR and/or SDP sections may be present.

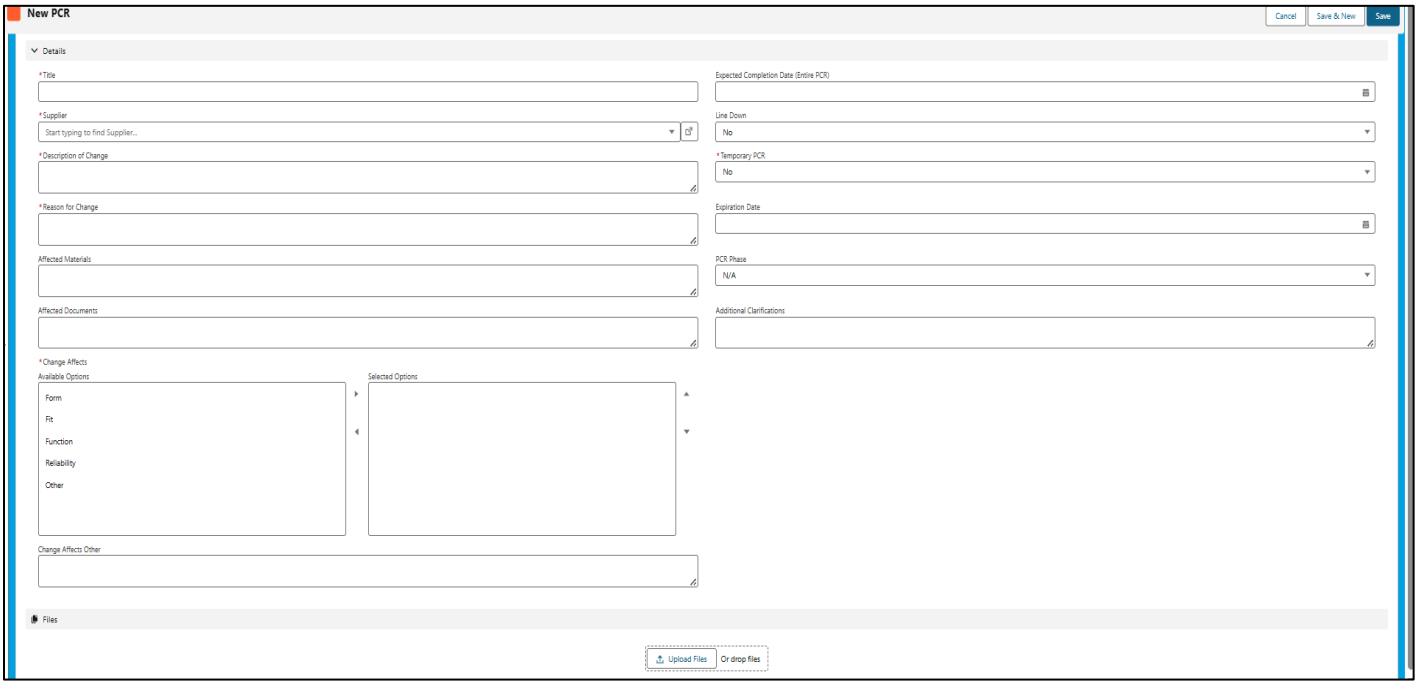


7.2 The list of PCRs and associated statuses will be listed in the PCR tab.



8 SUBMITTING A PCR

8.1 Open the PCR tab at the top for the PCR List view. Click 'New' to open the PCR entry form. (See screenshot above.)



8.2 Enter data in the following mandatory fields:

8.2.1 Title

8.2.2 Description of Change

8.2.3 Reason for Change and business justification

8.2.4 Change Affects – click all Available Options that apply and move to Selected Options box using arrow. Use CTRL key for multiple options.

8.2.4.1 If Change Affects 'Other' is selected, then the 'Change Affects Other' text box becomes mandatory to enter text to describe the type of change.

8.2.5 Temporary PCR – defaults to No

8.2.5.1 If Temporary PCR = Yes, then the Expiration Date field becomes mandatory to enter the applicable end date for the change.

8.2.6 Line Down – defaults to No but can be changed to Yes for critical issues.

8.3 Additionally, the following Optional fields may be entered, as applicable:

8.3.1 Expected Completion Date (Entire PCR) – used to indicate when change must be approved and implemented

8.3.2 PCR Phase – defaults to N/A, reference section 5.3 for Phase 1 and Phase 2 definitions

8.3.3 Affected Materials – list individual Qorvo SAP part numbers and Supplier manufacturing part numbers and/or part families affected

8.3.4 Affected Documents – list any relevant documents

8.3.5 Additional Clarifications – add any other explanations as applicable

8.3.6 Upload Files – upload or drag & drop relevant files such as supporting data

8.4 Click Save to submit the PCR. Error messages will indicate any missing information.

8.5 A system email for the new submission will be sent to the submitter, assigned SQE, and all supplier PCR contacts listed in the account. Note that a supplier's PCR Contacts can be added or removed by the assigned SQE.

9 PHASES OF THE PCR

9.1 Triage

9.1.1 The SQE will review the details of the PCR and submit for Qorvo evaluation within two (2) business days.

9.1.2 If more information is required, the SQE will send a 'Request for Additional Information' email to the submitter and all supplier PCR contacts. The email will explain the information required, such as adding the affected materials, clarifying description of the change, etc. Any of the recipients may submit the required information.

From: Qorvo PCR No Reply <noreply.pcr@qorvo.com>
Sent: Date
To: SQE, Submitter, Supplier PCR Contacts
Subject:: Qorvo PCR-000xxx, PCR Title - Additional Information Requested

This email has been sent from an **EXTERNAL source**

Dear Supplier,

Qorvo requires additional information for PCR-000xxx during its Triage. We kindly ask that you provide the requested information through the web form linked.

Please provide affected materials.

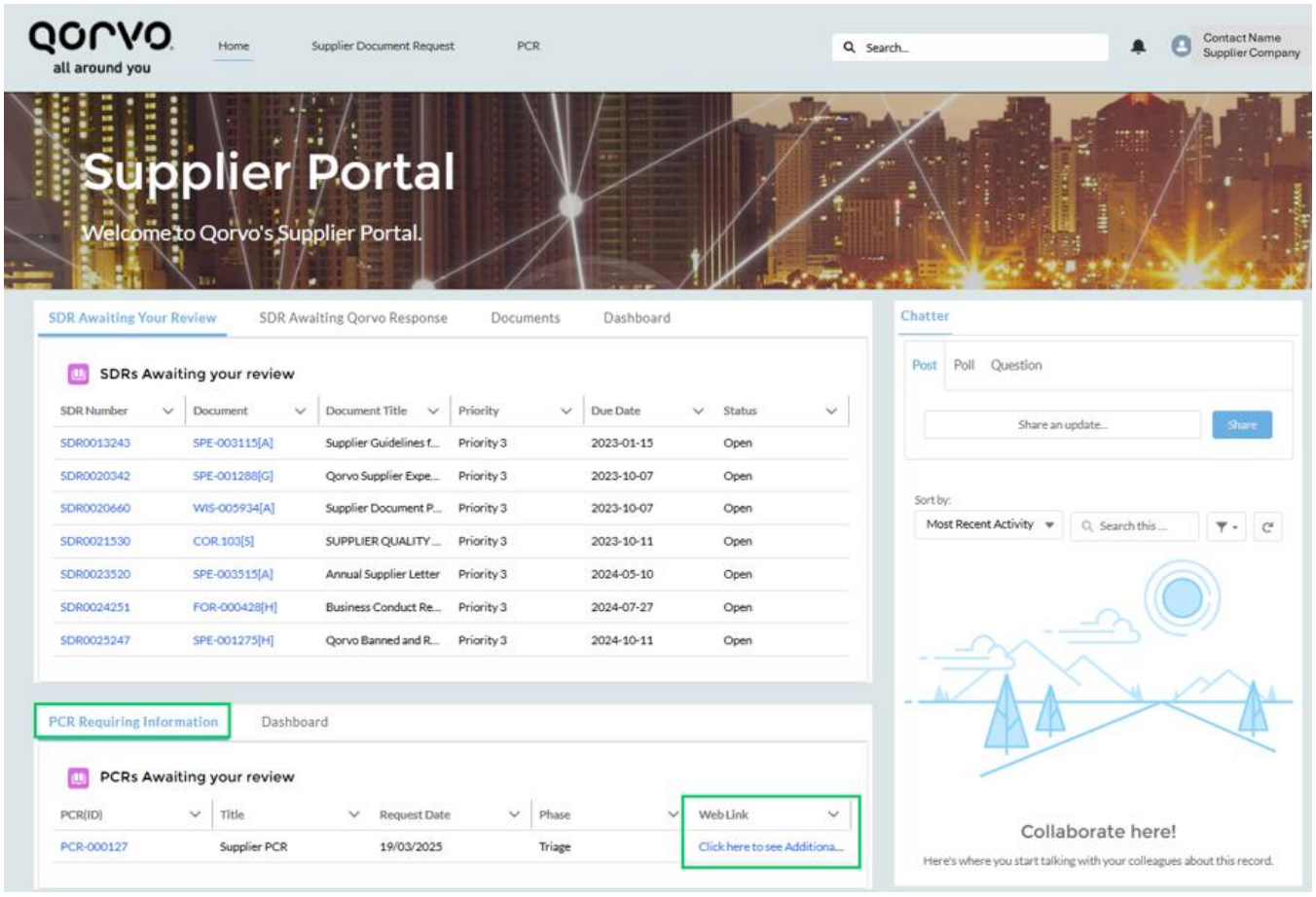
Web Form link: Click here to see Additional Information form

Thank you for your support.

SQE

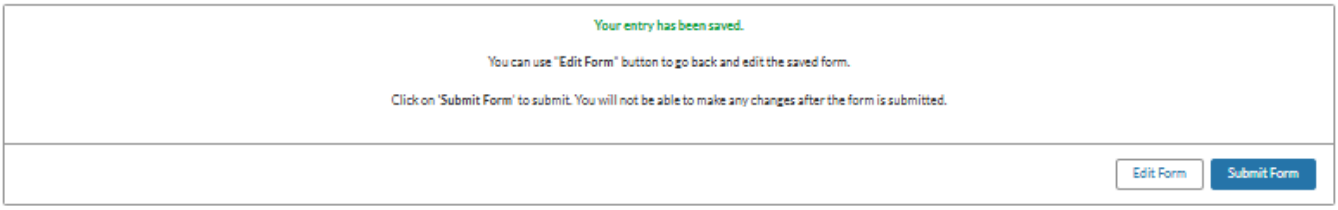
SQE email

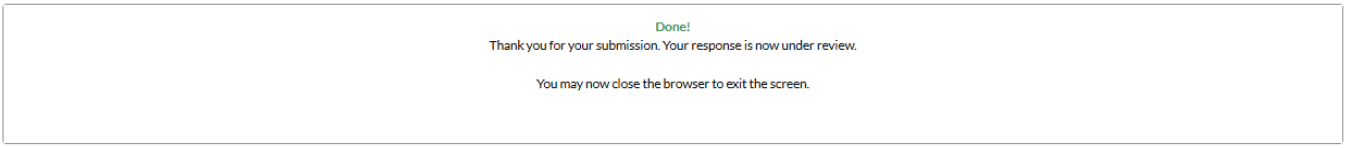
****Please do not reply to this email as it comes from an unmonitored box****



9.1.1 Click the Web Form link in the email or the portal to open the form and enter the additional information requested. Add to or correct existing text. The information provided in the form will overwrite the original information. Click Save & Next and then Submit Form.

9.1.2 Alternatively, the link to the form will also be available on the portal under the "PCRs Awaiting your review" section.





9.1.3 The SQE will review and accept the information that is provided, or resubmit the request for additional information.

9.1.4 Once the Triage review is completed by the SQE, the PCR will be moved to the evaluation phase.

9.2 Evaluation

9.2.1 Qorvo will perform evaluations, submit the change to appropriate change review boards, assign internal tasks, etc.

9.2.2 Once all evaluations and tasks are completed, the SQE will move the PCR to the approval phase.

9.3 Approval

9.3.1 The assigned SQE will submit the PCR for internal Qorvo approval.

9.3.2 Once approved, a system email will be sent to the submitter, assigned SQE, and all supplier PCR contacts to communicate that the change has been approved or rejected.

9.3.2.1 If approved, the PCR will move to the implementation phase.

9.3.2.2 If rejected, the PCR will return to the evaluation phase for additional evaluation, or the PCR will be terminated.

From: <noreply.pcr@qorvo.com>
Date: date
Subject: Qorvo PCR-000xxx has been Approved - Supplier (Vendor Number) - PCR Title
To: SQE, Submitter, Supplier PCR Contacts

This email has been sent from an EXTERNAL source

PCR-000xxx – PCR Title has been approved. This PCR can be implemented immediately. You will receive a system email to provide implementation details to close the PCR.

Supplier:	{Supplier} {VN WC} *(note: WC blank if there is no WC)*
Title:	{Title}
Description of Change:	{Description of Change}
Reason for Change:	{Reason for Change

Please do not reply to this email as it comes from an unmonitored box

From: Qorvo PCR No Reply <noreply.pcr@qorvo.com>
Sent: date
To: SQE, Submitter, Supplier PCR Contacts
Subject: Sandbox: Qorvo PCR-000xxx has been Rejected – Supplier (vendor Number) – PCR Title

****This email has been sent from an EXTERNAL source****

PCR-000xxx has been rejected and returned to the Evaluation phase. The PCR may be reevaluated and resubmitted for Approval, or the PCR may remain at rejected status. Please see the Comment below for more detail.

Link To PCR Management Record: https://qorvo--partial.sandbox.my.salesforce.com/aDAEi00000093mfOAA

Supplier:	{Supplier Vendor Number-Work Center}
Title:	{Title}
Description of Change:	{ Description of Change}
Reason for Change:	{Reason for Change}
Comment:	{reason for rejection}

Please do not reply to this email as it comes from an unmonitored box

9.4 Implementation

9.4.1 The SQE will submit a 'Request for Implementation Information' form to the submitter and all supplier PCR contacts.

9.4.2 The system email received will contain a link to a Web Form, and the supplier contact will complete the required information and submit the form. Several of the fields are mandatory.

From: Qorvo PCR No Reply <noreply.pcr@qorvo.com>
Sent: Tuesday, March 18, 2025 4:26 PM
To: Qorvo SQE
Subject: Qorvo PCR-000xxx PCR Title - Implementation Information Requested

This email has been sent from an EXTERNAL source

Dear Supplier,
Qorvo requires Implementation Information to complete PCR-000xxx.

Title:	PCR Title
Description of Change:	Description of Change
Reason for Change:	Reason for Change

We kindly ask that you provide the requested information through the Web Form link below.

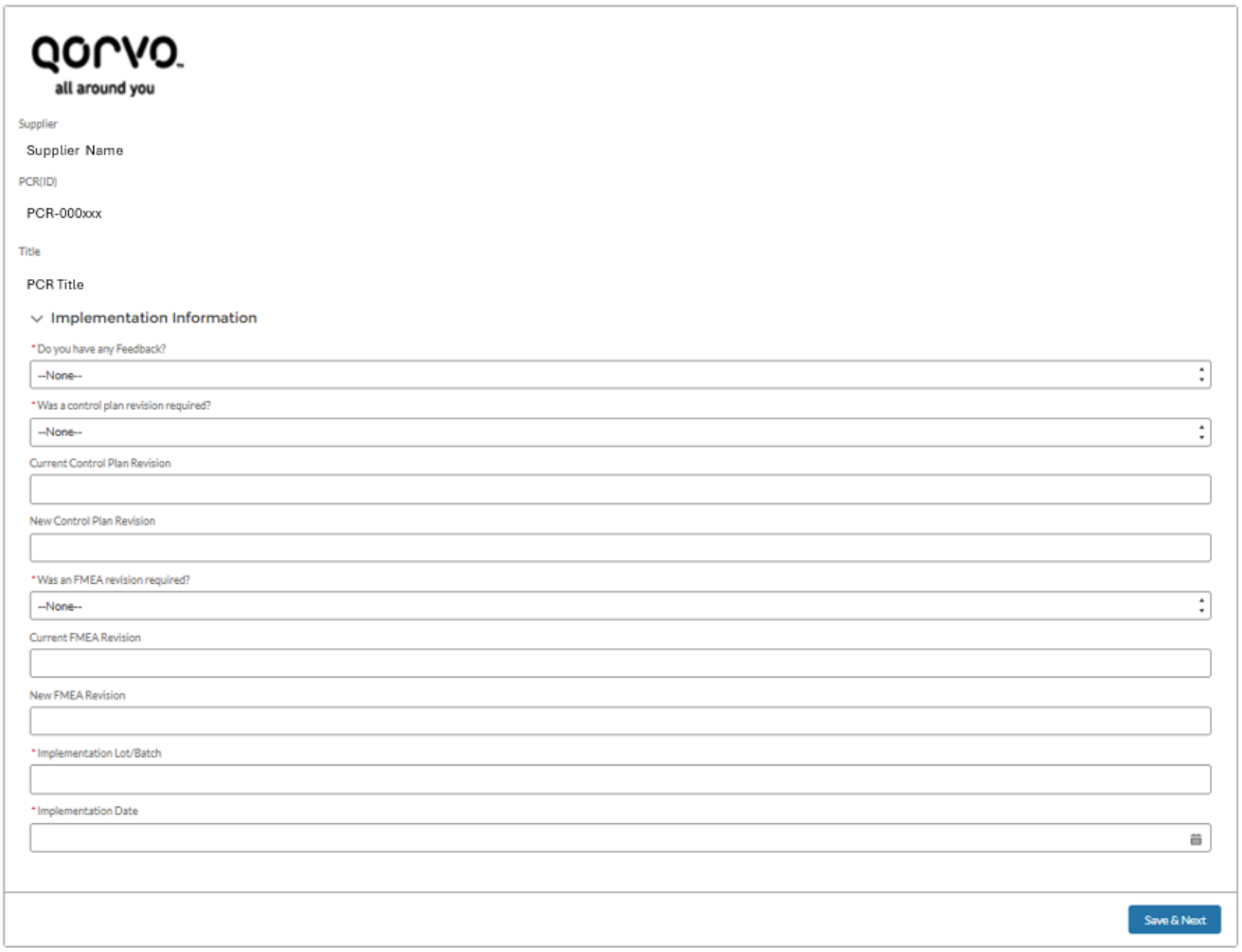
Web Form link: Click here to see Additional Information form

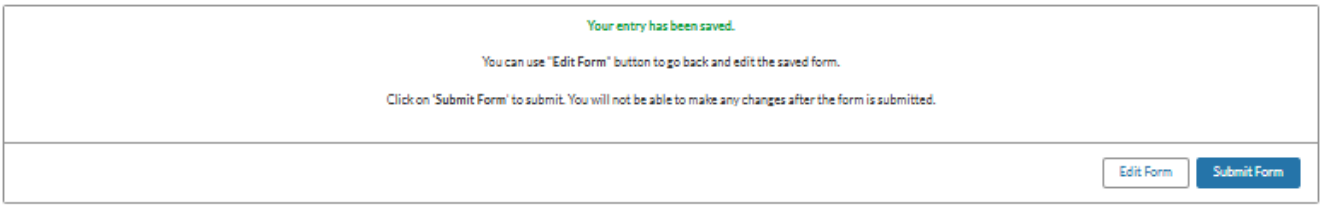
Thank you for your support.
SQE
SQE email

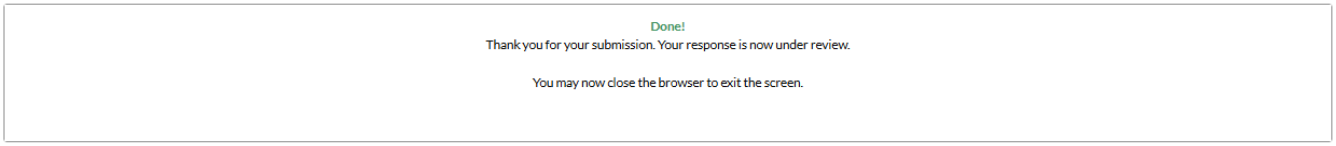
Please do not reply to this email as it comes from an unmonitored box

9.4.3 Alternatively, the link to the form will also be available on the portal under the "PCRs Awaiting your review" section.

9.4.4 Complete the form and click 'Save & Next' and then on the next screen, the form can be edited or submitted. A Done page will appear once the form is successfully submitted.







9.4.5 Upon submission of the form, a system email will be sent to notify the SQE. The SQE will review the submitted information and accept it or send another 'Request for Implementation Information' form to gather more information.

9.5 Closed

9.5.1 Once implementation information is accepted by the SQE, the PCR will be closed. No updates or changes can be made at this point.

10 OTHER FUNCTIONS

10.1 Request to Cancel PCR

10.1.1 Supplier may Request Cancel of a PCR that is no longer applicable or required by clicking the Request Cancel button within a PCR.

10.2 Chatter Function

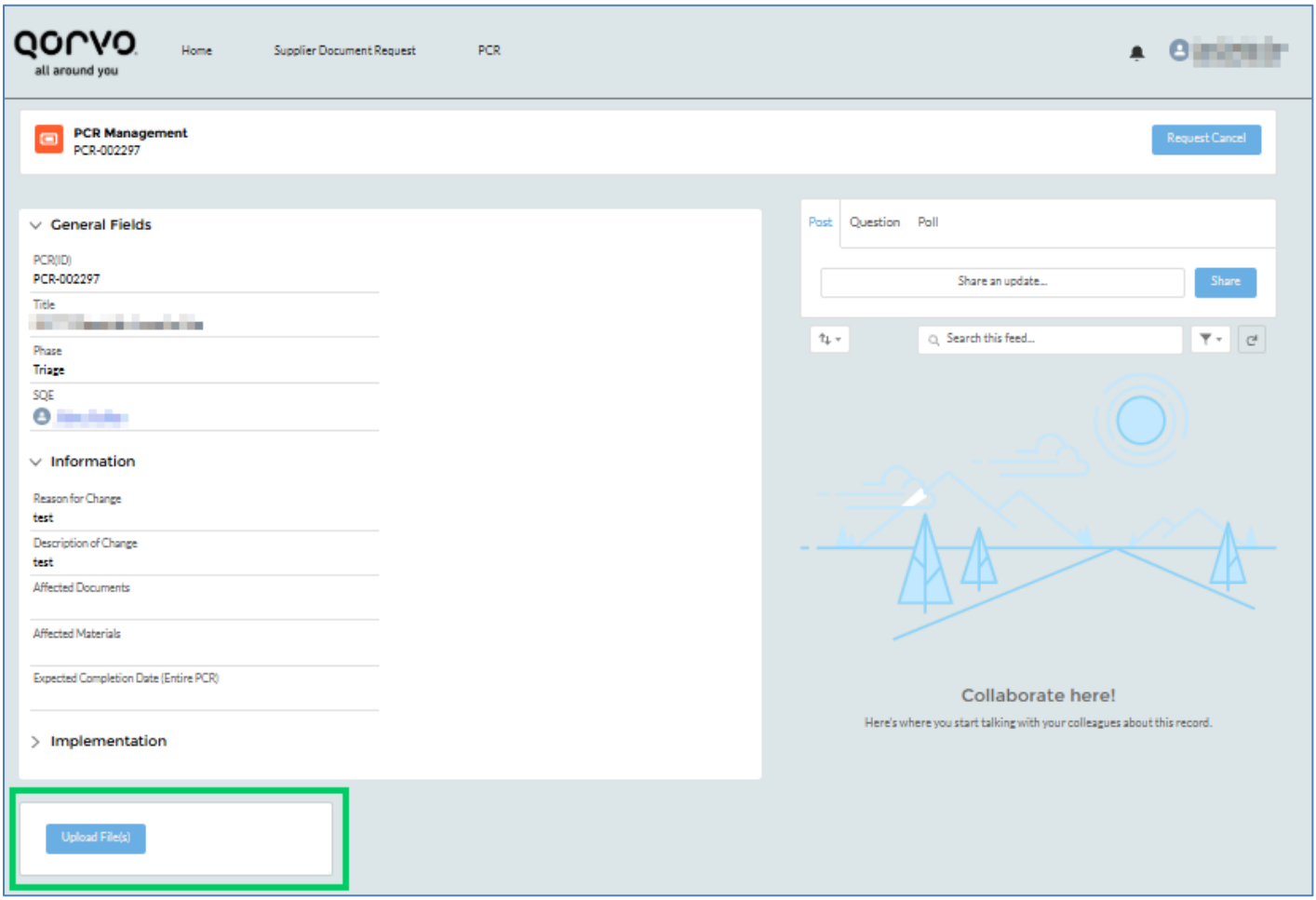
10.2.1 Supplier may submit a question using the Chatter feature on the Home page or within an individual PCR. Click the Post tab, submit the question or comment and Share.

10.2.2 The question or comment will prompt a notification email to the SQE that there is a comment, and the SQE can reply in Chatter.

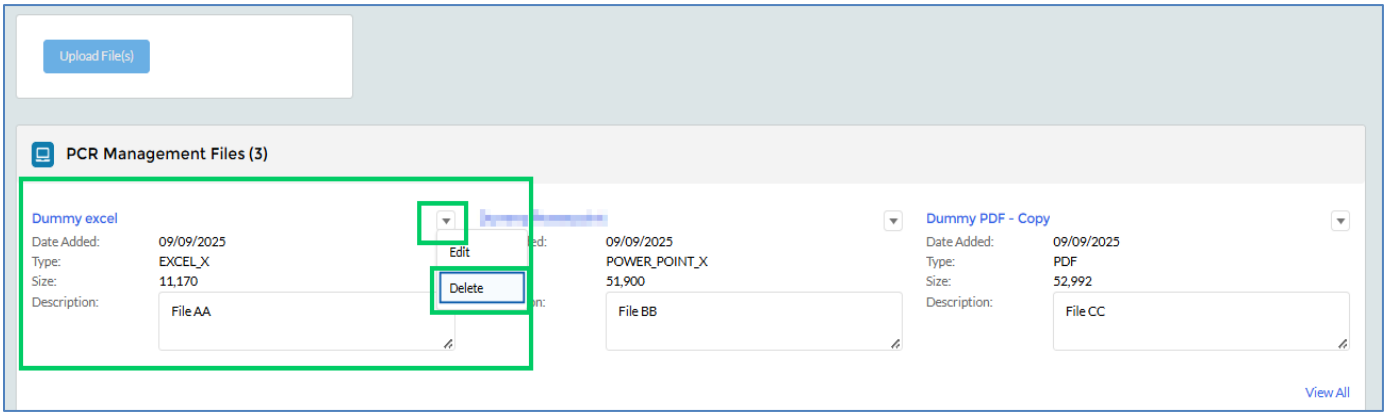
10.3 Add/Delete files

10.3.1 Supporting data files may be uploaded during submission of the PCR (reference section 8.3.6).

10.3.2 Additional files may also be uploaded in a PCR file (until Closed) using the Upload File(s) button.



10.3.3 Existing files may be removed from a PCR file (until Closed) using the Delete option in the dropdown for the file. The file Description may also be edited using the Edit option in the dropdown.



10.3.4 Files uploaded from the Qorvo side of the system will not be visible on the supplier portal side of the system.

11 QUALITY RECORDS

All records are maintained and stored within the PCR system.

12 Appendix A: Examples of Changes for Approval or Notification Only

NOTE: These are examples only and do not represent the scope of all possible changes.

12.1 Approval Required = Yes for Major Changes

- **Prototype:** Any process changes once process is locked during the qualification stage prior to limited production release. (ie, process changes post-TD2 gate)
- **Design:** New Layout, Die Size, Element Spacing.
- **Wafer Fab:** Wafer Diameter, Wafer Thickness, Epitaxial Layer, Diffusion Dopant, Gate Oxide Material, Gate Oxide Thickness, Dielectric Material, Substrate Dopant Type, Metallization Material, Metallization Thickness, Passivation Material, Passivation Thickness, Die Coating Material, Die Coating Thickness, Process Technique, Photo Resist.
- **Wafer Probing:** Test Program Revision, Change in AC Spec, Change in DC Spec, Test Platform.
- **Assembly:** Lead Frame Base Material, Wire Bond Method, Wire Bond Capillary, Wire Bond Layout, Mold Compound Material, Sealing Material, Die Attach Material, Marking Method/Marking Appearance (font type, size and legibility), Plating Material, Plating Technique, Heat Sink Material, Wire Composition, Package Dimension, Scribe/Break/Singulation Methods, ESD Protection.
- **Substrates**: Addition of Substrate Process Lines, Change of Substrate Process Chemicals, Change of Substrate Materials, Change of Substrate Process Flow, Change of Substrate Suppliers.
- **Electric Test:** Test Program Revision, Change in AC Spec, Change in DC Spec, Test Platform.
- **Mechanical**: Change in Case/Package Outline, Loosening Tolerance, Change in Lead Configuration.
- **Packing, Shipping, and Labeling**: Carrier Tray Dimension, Drypack Requirements, Maximum Storage Temp, Tape and Reel Supplier, Diameter of Reel, Deletion of Bar Codes, Changes to the Label, ESD Packaging.
- **Location Change** Changes in manufacturing location or major rearrangement of existing facilities, adding locations (ex: wafer Fab site, assembly site).
- **Equipment**: Addition of new manufacturing lines in existing facilities. Additional qualified processing equipment that does not duplicate existing equipment.
- **Traceability**: Assembly suppliers, test suppliers & tape and reel suppliers are required to submit PCRs for any deviations to the traceability requirements listed in the following procedures:
  - MAT-21-1002 (Assembly)
  - MAT-21-1005 (Tape and Reel)
  - MAT-21-1006 (Test)
- **Software:** Changes to software that is intended to be included as part of the finished, packaged and labeled product. For medical product applications, all software changes shall be validated before approval and issuance.
- **Compliance:** Changes that affect current compliance to Environmental Standards such as RoHS and lead-free requirements, corporate "green" programs, or CSR/RM compliance.

12.2 Approval Required = No (Notification Only) for Minor Changes

- Addition of an inspection step.
- Tightening physical dimension tolerances.
- Additional qualified processing equipment that duplicates existing equipment. Must include the equipment buyoff or qualification plan/data. (Qualification data must be based on similar package type).
- Moving qualified existing equipment and/or new qualified equipment of the same manufacture model and revision within the same facility. Qorvo will audit this process as part of the supplier performance program. However, prior to the move, the supplier must have a plan or documented procedure that includes the following (that does NOT have to be submitted to Qorvo):
- Document Changes – review of the control plan, flow charts, etc, to see if changes will be required.
- Detailed Steps – the steps required prior, during and after the move.
- Qualification – the qualifications that will be required once the move has been completed.
- Traceability – how the supplier is going to document the machine serial numbers and other traceability information, as the change is made, to satisfy possible product containment issues.
- Changes to senior management with executive responsibility or authority to make changes to the supplier's quality policy or quality system.

13 REVISION HISTORY

Revision	Create Date (mm/dd/yyyy)	Description of Change	Initiator of Change
previous		Subdocument in Qorvo Doc Center	
S	04/09/2025	Complete re-write for new system on ComplianceQuest/ Salesforce platform.	Jennifer Gray
T	08/01/2025	Update section 5.4 to add reference to Appendix A. Add Appendix A with examples of changes that require Qorvo approval (major) or notification only (minor). Note to Suppliers: this list of examples was included in previous document revision R, and is simply being added back in.	Jennifer Gray
U	09/18/2025	Add section 10.3 to explain new feature that attachments can be added or deleted at any phase of the PCR (until Closed), in addition to any files uploaded during the submission of the PCR.	Jennifer Gray