Engineering Change Request

Refer to *QP704: Control of Design and Process Changes*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part/device name: | | | | | | | | | | | | Part No.: | | | | | | | |
| Drawing No.: | | | | | | Drawing change level: | | | | | | | | | | Dated: | | | |
| Additional Eng. Changes  Process/Equipment/Tool (use this for manufacturing process changes). | | | | | | | | | | | | | | | | | | | |
| Date: | | Description of change | | | | | | | ❒ Design | | | | | ❒ Composition | | | ❒ Processing | | |
| Use check boxes above to indicate whether the change is of product design, material composition or manufacturing process. | | | | | | | | | | | | | | | | | | | |
| Originator (title, sign, date) | | | | | | | | | | | | | | | | | | | |
| Date: | | Effect of change | | | | | No. of working days to incorporate change | | | | | | | | | | | | |
| Assembly affected | | | | ❒ Yes | ❒ No | | | ❒ NA | | | Components affected | | | | ❒ Yes | | | ❒ No | ❒ NA |
| Tooling/facility change req. | | | | ❒ Yes | ❒ No | | | ❒ NA | | | Process flowchart affected | | | | ❒ Yes | | | ❒ No | ❒ NA |
| Training/instructions update req | | | | ❒ Yes | ❒ No | | | ❒ NA | | | Customer approval req. | | | | ❒ Yes | | | ❒ No | ❒ NA |
| Other effects of change  Edit above check boxes for standard effects of change to be relevant to your type of product and process. For example, customer approval would only be required if you are a sub-contractor. | | | | | | | | | | | | | | | | | | | |
| Engineering (title, sign, date) | | | | | | | | | | | | | | | | | | | |
| Date: | | Engineering disposition | | | | | | | | Implementation due date: | | | | | | | | | |
| Approved❒ | Rejected ❒ | | Reason for approval/rejection | | | | | | | | | | | | | | | | |
| Review, Verification and Validation Instructions and Acceptance Criteria  List or reference inspections, tests and other activities required to validate the change, and applicable acceptance criteria. | | | | | | | | | | | | | | | | | | | |
| Approved/rejected by: (title, sign, date) | | | | | | | | | | | | | | | | | | | |
| Date: | | Production implementation and authorisation | | | | | | | | | | | | | | | | | |
| Documentation update completed/reviewed | | | | | | | | ❒ Yes | | | ❒ No | | ❒ NA | | | | | | |
| Change verification/validation records: | | | | | | | | | | | | | | | | | | | |
| List or reference of records of design change review, verification and/or validation. | | | | | | | | | | | | | | | | | | | |
| Corrective action: Yes ❒ No ❒ CAR No: | | | | | | | Implementation authorised by (title, sign) | | | | | | | | | | | | |

Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |
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|  |  |  |  |

Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
| QP704 | Control of Design and Process Changes |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
| --- | --- |
| Doc. No. | Document Title |
|  |  |

List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

DOCUMENT END