



Process Change Request

Date Request Initiated:		Change request #:	
Process/Part #s Affected:			
		Requested by:	

Indicate the reason for the change to the process below:

Indicate the proposed change to the process:

Validation Requirements:

Denote nature of change

Temporary (if checked – fill out # of parts affected and indicate length of time) Permanent

# of parts affected (approx.)	
Indicate expected length of time that the change will be incorporated	

Top sections of this form must be completed, and form must be authorized by Quality Manager or designee and reviewed by appropriate personnel listed (Checked) below prior to incorporating changes to process.

- Quality Manufacturing Engineering Production Maintenance or other relevant parties

Operations Manager Authorization

Reviewed By		Date Reviewed	
Is Proposed change acceptable as written?		Yes	No
Is proposed change acceptable with additional instructions (list below)		Yes	No

Additional Required Signatures (if Necessary)

Production Reviewed By		Date Reviewed	
EHS Manager Reviewed By		Date Reviewed	
Maintenance Reviewed By		Date Reviewed	
Engineering Manager Reviewed By		Date Reviewed	
Has the EHS Department reviewed changes for ergonomics, environmental impact, and employee safety?	Yes	No	
Other Reviewed By		Date Reviewed	

Quality Authorization (Last)

Reviewed By		Date Reviewed	
Is Proposed change acceptable as written?		Yes	No
Is proposed change acceptable with additional quality instructions (list below)		Yes	No
Does the change affect the customer and does notification need to be submitted?		Yes	No
What documents need to be reviewed and updated? <input type="checkbox"/> Process Flow <input type="checkbox"/> PFMEA <input type="checkbox"/> Control Plan <input type="checkbox"/> Inspection Instructions <input type="checkbox"/> Work Instructions <input type="checkbox"/> Other _____ NOTE: Documents identified MUST be updated and approved prior to implementation of Changes.		Updates Completed	Updates Not Completed

Distribution: _____

Implementation

Indicate when the change(s) have occurred.

Date of Implementation		First Materials (Date)	
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