

ENGINEERING CHANGE REQUEST FORM

Project Name: _____ Request No.: _____

Requester Information:

Name: _____

Department: _____

Phone/Email: _____

Change Description:

Provide a detailed description of the change requested, including reasons, objectives, and expected impact. Include reference to any affected documents, drawings, or specifications.

Affected Items / Documents:

List all items, components, assemblies, or documents affected by this change request.

Proposed Implementation:

Describe the proposed solution or corrective action. Include any required resources, time estimates, and responsible parties.

Reason for Change:

Explain the justification for this change, including benefits, cost impact, compliance with standards or regulations, or other relevant considerations.

Impact Assessment:

Assess the potential impact on schedule, cost, quality, safety, and other projects or departments.

Risk Analysis:

Identify risks associated with implementing or not implementing the change, including mitigation strategies.

Cost Estimate:

Provide a preliminary estimate of costs related to the change, including labor, materials, and other expenses.

Approval Signatures:

Requester:	Engineering Manager:	QA Manager:
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

This Engineering Change Request Form is subject to applicable United States laws and regulations. Approval of this change constitutes agreement by all parties to implement the change as described and to abide by all related procedures, responsibilities, and obligations. Any disputes arising from this request shall be resolved in accordance with company policies and applicable legal frameworks.

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