

TYPE OF REQUEST:

- Parts already supplied
- Parts to be supplied

DURATION:

- PERMANENT
- REQUESTED EXPIRATION: Until

REQUEST BY: _____

LOCATION: _____

DATE SUBMITTED: _____

PART NUMBER: _____

SUBJECT SPECIFICATION: _____

PRESENT REQUIREMENT/SITUATION (Product /Process /Packaging /Quantity of Parts):

REQUESTED CHANGE:

REASON FOR CHANGE AND ANTICIPATED RESULTS:

SUPPORTIVE DATA (ATTACH INSPECTION RESULTS, CORRESPONDENCE, ETC.):

STATE OF EXISTING INVENTORY, TOOLING OR PROCESS MACHINERY:

OTHER INFORMATION:

SUPPLIER APPROVALS:

QUALITY MANAGER _____
PLANT MANAGER _____

DATE: _____
DATE: _____

**AFTER RECEIVING PLANT APPROVALS, SEND TO APPROPRIATE
ABC GROUP REPRESENTATIVE**

REPLY:

CHANGE REQUEST # _____

- THE SUBJECT REQUEST IS APPROVED AS WRITTEN. PENDING THE ISSUANCE OF A FORMAL SPECIFICATION REVISION, THE SUBJECT SPECIFICATION SHOULD BE REGARDED AS HAVING BEEN OFFICIALLY REVISED
- THE SUBJECT REQUEST IS APPROVED WITH THE CLARIFICATION LISTED BELOW.
- THE SUBJECT REQUEST IS NOT APPROVED FOR THE REASONS LISTED BELOW.

COMMENTS:

DEVIATION REQUEST APPROVALS/REJECTIONS:

ABC PLANT MANAGER _____
ABC PLANT QUALITY MANAGER _____
ABC PLANT ENGINEER MANAGER _____
ABC PLANT PURCHASING _____

DATE: _____
DATE: _____
DATE: _____
DATE: _____