|  |  |  |
| --- | --- | --- |
| **REQUEST FOR CHANGE** | **No:** | XXXXXX |
| Date:  | Instrument Used on: | Customer Change Procedureto be followed |
| DD-MM-YYYY | **Instrument Description**Choose an item. |
| Originator: | YES - NO |
| NAME | Customer: |
| Cost Code: |   |
| EO |
| Production Permit: | Customer Approval |
| **Yes - No** | Reference | Date |
|  |  |
| **Part Number** | **Description** | **Details of Change** |
| **FROM** | **TO**  |
|  |  |  |  |
| **Reason for Change (continue on Separate sheet if necessary)** |
|  |
| Reason for Change Code: |
| **RFC** Reason Code Category**RFC** Reason For Change - Requesting Department |
| Inc PR References:- | *Enter PR References Here* |
| **MUP Ref:** | ***Enter MUP Reference Here*** |

| **REQUEST FOR CHANGE** | **No:** | XXXXXX |
| --- | --- | --- |
| **Part Number:** | **Description** | **FROM** | **TO** |
|  |  |  |  |
| **Class 1 - Classification of Engineering Change Class / [Any below]** |
| Detrimental performance | Y-N | Reliability, maintainability or survivability | Y-N |
| Weight, centre of gravity | Y-N | Interface characteristics, including part envelope (Form – Fit - Function.) | Y-N |
| Electromagnetic characteristics or environmental qualification | Y-N | Safety and airworthiness | Y-N |
| Any deliverable computer software | Y-N | Delivered operation, maintenance and installation manuals | Y-N |
| Interchangeability, or replaceability of assemblies, subassemblies and detail parts. | Y-N | End user health and safety | Y-N |
| **Classification of Change Class II**Any Engineering Change not falling within Class I as defined above shall be designated as a Class II change. |
| **Classification of Change Class II Administrative**Administrative Class II Changes are processed to correct documentation errors and shall be limited to those changes which only accomplish the following:A Correct typographical errors which do not affect any parts list information or hardware.B Correct non-dimensional drafting symbols, such as arrowheads. No dimensional changes are permitted as an administrative change.C Changes to tabulated part number drawings which do not affect any part numbers.D Add views to drawings for clarification of existing dimensions.An administrative Class II Change is not a Change in Design. Additionally, an Administrative Change must not require a change to Purchaser engineering documents. |
| **Classification of Change**  |   | **Remarks:**  |

|  |  |  |
| --- | --- | --- |
| **REQUEST FOR CHANGE** | **No:** | XXXXXX |
| **CHANGE STATUS CODE****Change Status Code - Stock****Change Status Code - Repair** |
| **Engineering Approvals** |
| Technical Approval Engineer:Name: **NOT Approved** | Date: XX-XX-XXX | Remarks:NA |
| Tech Approval Project Manager:Name: **NOT Approved** | Date: XX-XX-XXX | Remarks:ETM Remarks |
| Approval Chief Engineer:Name:**NOT Approved** | Date: XX-XX-XXXX | Remarks:NA |
| Engineering Cost £: | **TBA** |
| **OPERATIONAL RECOMMENDATIONS** |
| **Materials** | **QTY EFFECTED** | **VALUE** |
| Work in Progress - STOCK | Shop Floor | NIL | £ | NA |
| Finished Part (Good for Sale) | NIL | £ | NA |
| Finished Part – STOCK | In Stores inc VMI | NIL | £ | NA |
| Remarks: Materials Remarks |
| Approved by: NOT Approved Date: XX-XX-XXXX |
| **MSE** | **Quantity** | **Value**  | **Time Scale** |
| Tooling and NRE |  | £ | Nil | NA |
| Routings and Process Masters | Nil | Hrs Per | Nil | Nil |
| Rework | Nil | £ / Hr | Nil | Nil |
| Cost Impact / Unit |  | £ | NA |  |
| RemarksNA |
| Approved by: NOT Approved Date: XX-XX-XX |

|  |  |  |
| --- | --- | --- |
| **REQUEST FOR CHANGE** | **No:** | XXXXXX |
| **PURCHASING** | Quantity | **Cost implications** | **Point of Embodiment** |
| On Order | Nil |  | NA |
| Supplier Commitment | Nil |  | NA |
| NRE Cost |  | Nil | NA |
| Cost impact / unit |  | Nil | NA |
| Re Work Cost / unit |  | Nil | NA |
| Remarks:  |
| Approved by: NOT Approved Date: XX-XX-XXXX |
| **Operations** | Free Stock / On order materials | Nil |
| OPERATIONAL COST: |  0 |
| Remarks:NA |
| Approved by: NOT REQUIRED Date: XX-XX-XXXX |
| **MRO** |
| Remarks:  |
| Approved by: NOT Approved Date: XX-XX-XXXX |
| **Quality Assurance** |
| Remarks  |
| FAI Required? | Yes | FAI Cost Hours? | Nil |
| Approved by: NOT Approved Date: XX-XX-XXXX |
| **Change Control Board** |
| **Engineering Cost** | 0.00 | **Operations Cost** | 0.00 |
| Remarks  |
| Total COST impact of this change : |  **0.00** | Point of Embodiment | NA |
| Approved by: NOT Approved Date:  | Cost Code / Project EO |
| **Accepted by Design Services (Configuration)** |
| Remarks  |
| Accepted by: NOT Accepted Date: XX-XX-XXXX |