|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REQUEST FOR CHANGE** | | | **No:** | XXXXXX | |
| Date: | Instrument Used on: | | Customer Change Procedure  to 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 | | | |  |
| Remarks  NA | | | | | | | | | | | |
| 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 | | | | | | | | | |