

ENGINEERING CHANGE NOTICE

FORMAT NO.:

ENGINEERING CHANGE NOTICE	DATE OF NOTICE	PRODUCT / PART NUMBER	DESCRIPTION OF PRODUCT / PART
OLD REV. NO.	NEW REV. NO.	DEPARTMENT / LOCATION	

DESCRIPTION OF ENGINEERING CHANGE

REASON FOR CHANGE

ENGINEERING CHANGE EFFECTS ON FOLLOWS:

SIGN OFF - INTIMATED DEPARTMENT

RAW MATERIAL / PLANNING	PRODUCTION	QUALITY	SALES & MARKETING
FINANCE	STORE / PURCHASE	DESIGN & DEVELOPMENT	