

REQUEST FOR CHANGE FORM

FORMAT NO.

Request Form No. / Date	Request for Approval
	< > Production Process < > Die / Tools , Device, Instrument < > Location / Unit / Production Site

Special Remarks / Release	Type of Request
< > Product Characteristics < > Process Characteristics < > Others...	< > Modification < > Change < > Upgrade / Downgrade

Ongoing Product manufacturing Details
<p> Production Location / Site : _____</p> <p> Customer Drawing No. : _____ Supplier Drawing No.: _____</p> <p> Total Job Quantity: _____ Quantity Affect : _____</p> <p> Any Others , if change made :</p> <p>_____</p> <p>_____</p> <p>_____</p>

Full Description / Inputs for the reason of Request for Change

Applicant Signature	Date	Supplier's Representative Signature & date

Status	If Approved, against some conditions
< > Approved < > Rejected	

Rejected – Reason

Sign & Stamp of Customer	Sign & Stamp of Supplier