

Design Change Request	
Project/Product	Document number, version, date

Description of the Design Change	<i>Describe the Change and explain why it is needed.</i>
Impact Assessment	<i>Compile and/or reference all information and inputs from the cross-functional impact assessment performed.</i>
Planned Activities	<i>List the activities planned to verify and validate the change. Describe any activities needed in manufacturing, marketing, registration and other areas to implement the change.</i>
Design Change Planning	<i>Provide a plan to execute the design change. Reference a design development plan for complex changes.</i> <i>Describe design reviews needed.</i> <i>Describe the cross functional team needed to execute the change.</i>
Requester	<i>Date / Signature</i>

Approval	
Conclusions	<i>The approvers below reviewed the Design Change request and concluded:</i> <input type="checkbox"/> <i>Change request approved.</i> <input type="checkbox"/> <i>Change request rejected.</i>
	<i>Date / Signature</i>
	<i>Date / Signature</i>
	<i>Date / Signature</i>