

**Description of Proposed Change**

*Description of the change being recommended. Include both a physical description of the proposed change as well as the reason that the change is necessary:*

**Alteration Type**

- Process Change
- Documented Information
- Equipment or Hardware

- Software
- Personnel Assignment
- Vendor Selection

Person recommending the change:

Date:

Supervisor's concurrence that the change is necessary:

Date:

**Evaluation**

*Description of evaluation undertaken. Will the change affect existing products or services? Is the change absolutely necessary? Is there any impact to existing documents (procedures, policies, forms, etc.)? Is personnel training / re-training required? What risks or business impacts are associated with the proposed change?*

**APPROVAL**

Manager:

Date:

President:

Date:

The signed Change Form is the necessary authorization to perform the change as recommended and/or modified during evaluation.