**PURPOSE:** This Document is to be used for a One Time Change to Parts, Materials or Process.

*For a Permanent Change use form DRAWING CHANGE REQUEST*

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE:** MM/DD/YY | **DEPARTMENT** | **INITIATED BY** | **PURCHASE ORDER:** Number |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PACIFIC TRANSFORMER**PART NUMBER | **PACIFIC**REV  | **CUSTOMER** NAME | **CUSTOMER** PART NUMBER | **CUSTOMER**REV |
|  |  |  |  |  |

|  |
| --- |
| **APPLIES TO** |
| [ ]  MATERIAL  | [ ]  WORKMANSHIP | [ ]  PROCESS | [ ]  PROCEDURE |

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| --- |
| **DESCRIPTION OF CHANGE REQUEST:** What is the reason to Change? |
|  |

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| --- |
| **RECOMMENDED CHANGE:** How do you propose to make the Change? |
|  |

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| --- |
| **CONTAINMENT** |
| **CURRENT ORDER**# OF PARTS IN PROCESS | **OPEN ORDERS**QUANTITY | **REWORK REQUEST**IS ATTACHED | **DRAWING CHANGE**IS REQUESTED |
|  |  | [ ]  YES | [ ]  NO | [ ]  YES | [ ]  NO |
| Are Additional Parts/Processes Effected? If Yes, Describe Additional Actions below. |
|  |

|  |  |
| --- | --- |
| **TEMPORARY APPROVAL** | **DISPOSITION:** SCRAP PARTS |
| [ ]  APPROVED | [ ]  DISAPPROVED | [ ]  IN PROCESS | QTY 🡪 |  | [ ]  IN STOCK | QTY 🡪 |  |
| **CONDITIONS:** |  |
| **ENGINEER:** Name  |  |
| **SIGNATURE** |  |
| **DATE:** MM/DD/YY |  |

1. **PACIFIC TRANSFORMER:** This document is to be attached to lot traveler and kept with QA Records
2. **SUPPLIERS:** This Document is to be attached to the Packing Slip and delivered with the order.