

DESIGN CHANGE OR VARIATION REQUEST

This form is to be used to request a deviation from the design input requirements, standards or procedures and must be completed before the design development output phase.

Project Title						
Project No.						
Client Name						
Reason for Change						
Action Requested						
New Design		Modify/Revise		Other		

Description of Change		
Disposition of Change		
REJECTED		<i>Reason for Rejection:</i>
APPROVED		
MODIFIED		<i>By Process Owner(s)</i>

	Signature	Position	Date
Request Prepared By			
Request Reviewed By			