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| New Issue [ ] | Revision [ ] | Deletion [ ] | Review (No Change) [ ] |

**Area:**

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| **[****] HR** | **[****] Maintenance** | **[****] Quality** | Document Number: |  |
| **[****] Repack** | **[****] Lab** | **[****] Safety** | Sponsor: |  |
| **[****] Admin** | **[ ]Manufacturing** | **[****] Purchasing** | Date Submitted: |  |
| Sub Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Document Title: |  | | | |

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| Proposed Change (describe below and attach necessary documentation) |
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| Reason for Change (be specific: new equipment, process change, QI, etc) |
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| Training Required?    Circulate Copy to Users  Class Taught by:  Other(Specify): | Hold document until training is complete |
| Comments: | |

**Approved By:**

1. **Revision Author Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_**
2. **Quality Dept. Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_**
3. **Production Dept. Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_**

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| **Document Control Use:** | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Effective (Posted) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Revision Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Revision  Number | Revision  Date | | | Effective  Date | | Revision  Author | | | Quality  Approval | | | Production Approval | | | | Revision Description | | | |
| 00 | 10/23/2006 | | |  | | C. Mooney | | | C. Mooney | | | P. Teleki | | | | Original Document | | | |
| 01 | 6/7/2009 | | |  | | P. Teleki | | | S. Lindsey | | | J. Bumgarner | | | | 3-year review | | | |
| 02 | 8/20/2012 | | | 8/20/2012 | | P. Owen | | | D. Durbin | | | J. Bumgarner | | | | 3-year review, new header | | | |
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