# Document Change Request

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| --- | --- | --- | --- |
| Requester | | | |
| Name |  | Position |  |
| Change description | | | |
|  | | | |
| Rationale for change | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Quality Manager | | | |
| Status of approval | | | |
| Approved | | Refused | |
| Reason for refusal | | | |
|  | | | |
| Assigned number | | DCR YY-XXX | |
| Impact on other documents | | | |
|  | | | |
| Assigned reviewers according to SOP-701 | | | |
|  | Name | | Role in organizational chart |
| Author |  | |  |
| Reviewer |  | |  |
| Approver |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quality Manager | | | | |
| Training needs and list of staff to be informed | | | | |
|  | | | | |
| Closure checklist | | | | |
| Server | |  | PDF(s) created in DCR folder  PDF(s) signed: document(s) have been reviewed and approved  Old documents obsoleted  Changes committed to git | |
| Training | |  | Training performed | |
| Closure | | | | |
| Name | Function | Date | | Signature |
|  | QM |  | |  |