

Change Request Form

MOC No.

191005

(Please contact MOC secretary for registration)

Opened Date

30/05/2562

Target Complete Date

30/06/2562

Requestor

Borw

Section

WARE HOUSE

MOC Title

Objective

Detail

Change Items

☐ Manpower☒ MFG. Location☐ Raw material☐ Testing/Inspection/Standard☐ Other☐ Machine/Tooling☐ MFG. Process☐ Pack material☒ Warehouse/Transpotation

Previous process

New process

Change Evaluation

Safety & Environmental

Design

☒ Hazard identification☒ Environmental aspect☒ Action to eliminate hazard & reduce risk☒ Legal & Other requirement☐ Potential emergency☐ Opportunity and Others

Install action/Consultation

☐ Hazard identification☐ Environmental aspect☐ Action to eliminate hazard & reduce risk☐ Legal & Other requirement☐ Potential emergency☐ Opportunity and Others

Commiting/Test run

☐ Hazard identification☐ Environmental aspect☐ Action to eliminate hazard & reduce risk☐ Legal & Other requirement☐ Potential emergency☐ Opportunity and Others

Production

☐ Hazard identification☐ Environmental aspect☐ Action to eliminate hazard & reduce risk☐ Legal & Other requirement☐ Potential emergency☐ Opportunity and Others

Quality

Design

☒ The purpose of the change and their potential consequences☐ The integrity of the quality management system☐ The availability of resources☐ The allocation or reallocation of responsibilities and authorities

Install action/Consultation

☐ The purpose of the change and their potential consequences☐ The integrity of the quality management system☐ The availability of resources☐ The allocation or reallocation of responsibilities and authorities

Commiting/Test run

☐ The purpose of the change and their potential consequences☐ The integrity of the quality management system☐ The availability of resources☐ The allocation or reallocation of responsibilities and authorities

Production

☐ The purpose of the change and their potential consequences☐ The integrity of the quality management system☐ The availability of resources☐ The allocation or reallocation of responsibilities and authorities

Attachment

☐ Plan/
Schedule☐ Sampling/
Validation
plan☐ Test
condition/
MC drawing☐ Cost
calculation☐ SDS (If change related to new
Chemical)☐ RoHS &
Guarantee☐ Other

Concern issue and document review

(If change related to new Chemical, Requestor must attach SDS for Group Reviewer)

Safety

Customer

Cost

Quality

Production

Delivery

Environment

Energy

By

By

By

By

By

By

By

By

(SMR.)

(MSA.)

(MAC.)

(QC.)

(PD.)

(MWH.)

(EMR.)

(EnMR.)

Approval for Trial

Need to inform Customer?

Need MLA/MSA Approval Change Request?

☒ Approve☐ Reject (Go to step #5)☐ Yes☒ No☒ Yes☐ No (Go to step #5)

Comment

MOC PS./MD./DD./Group reviewer

Date

Effective of Change

MLA/MSA change approval request (Consider from STEP 3)

Change Effective Date

Additional Detail

☐ Yes, Issued date☐ No

Lot No.

Shipping Date

Approval for Close Out

Comment

☒ Approved☐ Not approved

(Cancel this change)

MOC PS./MD./DD./Group reviewer

Date

Requester must send original change request form and related document to MOC secretary for closure change request and record as MOC PS./MD./DD./Group reviewer judgement

Comment

MOC PS./MD./DD./Group reviewer

Date