

**CHANGE REQUEST FORM**

<b>SECTION A: CHANGE PROPOSAL</b>			
<b>Requestor Name</b>		<b>Date</b>	
<b>Title</b>			
<b>Type of Change</b>	<input type="checkbox"/> Documentation <input type="checkbox"/> Process / Workflow <input type="checkbox"/> Critical Vendors <input type="checkbox"/> Organization <input type="checkbox"/> Others	<b>Level of Urgency</b>	<input type="checkbox"/> Emergency <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>Description of Proposed Change</b>			
<b>Justification</b> <i>(Risk of NOT implementing the proposed Change)</i>			
<b>Potential Risk</b> <i>(New Risk due to the Change)</i>			
<b>Current Control Measure</b> <i>(What is currently done to minimize the impact before changes are made)</i>			
<b>Resources Required for the Change</b>		<b>Any Documentation Change required?</b> <input type="checkbox"/> Yes (proceed to Section B) <input type="checkbox"/> No (proceed to Section C)	

<b>SECTION B: DOCUMENT CHANGE NOTICE</b>			
<b>Action Requested</b> <input type="checkbox"/> New or Change of Procedure / Forms <input type="checkbox"/> Cancellation of Documents		<b>Affected Project / Documents:</b>	
Document No.	Title	Revision	
		From	To
<b>Details of Change</b>			

<b>SECTION C: APPROVAL</b>			
<input type="checkbox"/> APPROVED  <input type="checkbox"/> REJECTED	Name	Signature	Date
<b>Remarks</b>			
<b>Recommended PIC to carry out this change</b>		<b>By When (date)</b>	

<b>SECTION D: CLOSURE</b>			
<b>Change completed by:</b>	Name	Signature	Date
<b>Remarks</b>			