**PURPOSE:** This Document is to be used for a One Time Change to Parts, Materials or Process.

*For a Permanent Change use form DRAWING CHANGE REQUEST*

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE:** MM/DD/YY | **DEPARTMENT** | **INITIATED BY** | **PURCHASE ORDER:** Number |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PACIFIC TRANSFORMER**  PART NUMBER | **PACIFIC**  REV | **CUSTOMER**  NAME | **CUSTOMER**  PART NUMBER | **CUSTOMER**  REV |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLIES TO** | | | |
| MATERIAL | WORKMANSHIP | PROCESS | PROCEDURE |

|  |
| --- |
| **DESCRIPTION OF CHANGE REQUEST:** What is the reason to Change? |
|  |

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| --- |
| **RECOMMENDED CHANGE:** How do you propose to make the Change? |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTAINMENT** | | | |
| **CURRENT ORDER**  # OF PARTS IN PROCESS | **OPEN ORDERS**  QUANTITY | **REWORK REQUEST**  IS ATTACHED | **DRAWING CHANGE**  IS REQUESTED |
|  |  | YES |  NO | YES |  NO |
| Are Additional Parts/Processes Effected? If Yes, Describe Additional Actions below. | | | |
|  | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TEMPORARY APPROVAL** | | **DISPOSITION:** SCRAP PARTS | | | | | |
| APPROVED | DISAPPROVED | IN PROCESS | QTY 🡪 |  | IN STOCK | QTY 🡪 |  |
| **CONDITIONS:** |  | | | | | | |
| **ENGINEER:** Name |  | | | | | | |
| **SIGNATURE** |  | | | | | | |
| **DATE:** MM/DD/YY |  | | | | | | |

1. **PACIFIC TRANSFORMER:** This document is to be attached to lot traveler and kept with QA Records
2. **SUPPLIERS:** This Document is to be attached to the Packing Slip and delivered with the order.