DATE RAISED ISSUE No. 9.3.06 2

## CHANGE REQUESTS

### Day 1

Customer, both internal or externa request for change to process, partir B.O.M. requirement identified.

identified.
Raise Engineering
Change Request
Form VFS/QF/26 or
Document Change
Request Form
VFS/WIA/001 and
attached related
documentation
received

### Multi-disc. Group meeting

Appropriate personnel meet to discuss change and agree actions. Consider SREA - is it required?

Meeting minuted depending on level of concern

### SREA

Completed SREA form returned to VFS with customer approval.

Drawings and related documents revised by Quality and Engineering

#### Draft Revised document issued

Production review document and consider training requirement

### Quality

Review overall changes for non-conformance/approval

Note: If non-conformance identified action in accordance with Procedure 5

### Quality Approved (as appropriate)

Sign-Off: -Customer Engineering Production Quality Other Department Head

Note: For all types of Change Sign-off must be completed by at a minimum one department in addition to Quality

# Maximum two weekly review

## Day 1

Pass completed request form to Quality department for review/ approval.

If approved Quality notify appropriate personnel

### Process or Document Change

Completed request form retained by Quality who amend and release revised document

### Engineering Change

Complete appropriate form as agreed.

or SREA deemed appropriate raise electronic form for VFS engineering or forward completed Change Request form to design authority for approval

### Review

Multi-disciplinary group ensure process, part or revised documentation and associated training meet requirements

## Training

Training undertaken (either specialized or in-house) as determined.

Note: For external training pre & post training to be assessed

### Supplier

Supplier notified.

Revised documents forwarded to all parties affected by change

RECORD RETENTION

Records shall be retained in accordance with Procedure 2