Engineering change record

Keep the reason, approval, implemented configuration and verification evidence connected.

Audience: Engineering, mold shop, quality and document-control personnel.

INSTRUCTIONS

1. Identify request, requester and current configuration. Describe the problem separately from the proposed change; attach references.

2. List affected components, documents, batches, spare parts and teams. Record impacts awaiting review, including interfaces, inspection and training.

3. Document the decision, authority and conditions before implementation. A registered request is not an approval.

4. Record what was implemented, by whom, when and at which revision or batch it becomes effective. Preserve links to previous versions and withdrawn documents.

5. Verify against previously agreed criteria. Record results, evidence, open items and follow-up before closing the change.

LIMITS

Does not authorize modifications by itself or replace design validation, risk assessment, customer requirements or applicable contractual approval.

ORIGINAL EXAMPLE

FICTIONAL: EC-DEMO-11 requests connection identification changes from revision B to C. Drawing, inventory and workstation copy need updating. The proposal is approved, but verification of installed labels is pending; the change stays open.

RECORD FORM

Complete one copy per record. Attach sheets if more space is needed. Avoid ambiguous blanks: state unavailable or not applicable.

Request / date / requester / reason
Current configuration / revision / source
Proposed change / scope / references
Impacts / affected documents / batches
Decision / authority / conditions
Implementation / owner / effective date
New revision / first part or batch
Verification / criterion / result / evidence
Document withdrawal / open items / closure

SOURCES AND USE

General guidance and original VYRCO form. Sources support the context; they do not certify this template.

NASA · Configuration Management

Principles for identifying, reviewing and verifying changes. VYRCO formats are original, not NASA forms.

https://www.nasa.gov/reference/6-5-configuration-management/

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