

NAME OF COMPANY
CHANGE CONTROL RECORD

CHANGE SUGGESTED BY:	REF. LETTER:
REASON FOR CHANGE:	DATE:

SUGGETSED CHANGE DETAILS:

FESAIBILITY REVIEW REMARKS:

REVIEWED BY: _____ **DATE:** _____

Function Affected	Effect of Change	Change agreed Y / N	Sign / Date	Related document changes	Implementation date

Effectiveness of Change Implementation

Verified by: _____ **Date:** _____