

A-8 Change Management Checklist

Customer or Internal Part No _____		Revision Level _____				
	Question	Yes	No	Comment / Action Required	Person Responsible	Due Date
1	Do you have a change management process?					
2	Do you have a written procedure for your change management process and does it include your sub-tiers?					
3	Do you have resources to manage the change management process?					
4	Do you have evidence that you received the required customer approval before implementing changes?					
5	Has the change been communicated and approved by all affected departments?					
6	Has the affected supplier been notified of changes?					
7	Have bank builds been considered?					
8	Have the quality documents been updated? (e.g., DFMEA, PFMEA, Control Plan, and Standardized Work).					
9	Is a reasonable sample size used for Production Trial Run (PTR), based on risk?					
10	Has consideration been given for the change in other areas (read-across)?					
11	Do you post quality alerts if applicable to the change?					
12	Do you have evidence of a part trial performed?					
13	Is your change management process the same for internal and external request?					
14	Are the parts contained/stored, and clearly identified prior to and after the PTR build?					
15	Are there change management meetings before and after the change?					
* Every "No" item must have approved action plan				Revision date: _____		
				Prepared By: _____		