

# Engineering Change Notice

ECN Number

Enter ECN number

Date

Revision

e.g., A/B/C

## 1. Title & Description of Change

Enter Change Title

Provide a detailed description of the change...

## 2. Reason for Change

Explain why this change is being made...

## 3. Process(es) or Product(s) Affected

Process/Product	Part Number	Description
Process or Product	Part #	Description

## 4. Impact Assessment

State impact on cost, timelines, inventory, quality, etc.

## 5. Proposed Implementation Plan

Steps, responsible persons, and schedule...

## 6. Approvals

Prepared by

Name

Title

**Engineering Approval**

Name

Title

**Quality Approval**

Name

Title