

# Standard Process Change Notice

## Equipment Modification

SPCN No.

Date

Issued By

### 1. Equipment Information

Equipment Name

Equipment ID / No.

Location

### 2. Description of Change

Current Process / Equipment Condition

Proposed Modification / Change

Reason for Change

### 3. Impact Assessment

Impact on Production/Quality/Safety/Other

Risk Assessment / Mitigation Plan

#### 4. Implementation Plan

Action Steps / Procedure

Planned Implementation Date

Planned Completion Date

Person in Charge (PIC)

#### 5. Approval

Role	Name	Signature	Date
Prepared By			
Reviewed By			
Approved By			

#### 6. Additional Remarks