

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