

Manufacturing Change Implementation Checklist

Project Name: _____

Change Reference: _____

Date: _____

Prepared by: _____

1. Change Definition

- Change description & requirements identified
- Change impact evaluated (product, process, equipment, documentation)
- Stakeholders identified & notified

2. Pre-Implementation Review

Task	Responsible	Date Completed	Notes
Review BOM and engineering drawings			
Risk assessment performed			
Change approved by stakeholders			

3. Implementation Planning

- Implementation schedule created
- Resources assigned
- Training needs identified

4. Implementation Tasks

Task	Responsible	Date Completed	Notes
Update work instructions/SOPs			
Procure/modify required equipment & materials			
Train employees			
Implement process changes			

5. Post-Implementation Review

- Monitor initial production & collect feedback
- Verify product/process meets requirements
- Update records and documentation

6. Approval

Reviewed by: _____

Date: _____

Final Approval: _____

Date: _____

