CE Consultants – Douglas Alexander

ENGINEERING CHANGE ORDER

Version:

**FAST TRACK YES NO**

Engineering Change Order:

|  |  |  |  |
| --- | --- | --- | --- |
| ECO#  ENGINEER: |  | DATE:  EXT: |  |
|  |  |

To Be Changed:

O.E.M. instruction:

Descriptions of Changes:

Reasons for Changes:

Inventory Affected by Change and Disposition of Inventory: What does this change contain?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Scrap | Use as Is | Rework |
| At CM |  |  |  |
| Raw Stock |  |  |  |
| W.I.P. |  |  |  |
| F.G.I. |  |  |  |
| Field |  |  |  |
| Refurbish |  |  |  |

|  |  |
| --- | --- |
| (Check all that apply) | |
| (Your Company Name Here) Software: |  |
| OEM Software: |  |
| (Your Company Name Here) Hardware: |  |
| Technical Support Tools (H/W or S/W): |  |
| Other (please specify on next page): |  |

Prototype Part(s) Transfer to Inventory

|  |  |  |
| --- | --- | --- |
| Qty Transferred/Added | MFG Name/Part No. | New Part No. |
|  |  |  |

Ext.:

Name:

Source for Documentation Questions:

New part number assignments: *Part Description Below*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

1. Originator:

Date:

Sales Documentation:

2. Director of Engineering

Date:

User Documentation:

3. Software Engineer

Date:

Installation Documentation:

4. Operations

Date:

Function/Feature sets:

5. Finance:

Date:

Bills of Material:

6. Components Engineer:

Date:

Schematics:

7. Purchasing:

Date:

Mechanical Drawings:

8. Manufacturing Manager:

Date:

Procedures:

9. Customer Service:

Date:

Rework Instructions:

10. Documentation Control:

Date:

Part Master (PCMRP)

11. Planning/Materials/Program:

Date:

CD-ROM software:

12. ECO Coordinator:

Date:

13. CEO:

Date:

**Required Documentation Changes**

**Approvals:**

**Impact Information**

ECO# DATE:

Changes Defined:

1. Symptom(s) and problem(s) associated with this ECO item: (attach additional pages if needed):
2. For field technical support, describe how to implement the items in this release. (Attach additional pages if needed):