**DOCUMENT CHANGE CONTROL FORM**

This form is used to request a change to, or the addition of, a document for Policy, Procedure, or Process.

**Attach documentation to support the requested change whenever possible. (Applicable SOP, screen prints, regulatory requirements)**

**Change Requested: Tracking #:**

|  |  |  |  |
| --- | --- | --- | --- |
| **NEW** | Attach reason for request. | | |
| **REVISION** | Document Title |  | |
| Current Document # |  | |
| Last Revision Date |  | |
| **Submitted By** | Name and Tech ID |  | **Date:** |

**Reason for Change Request:**

□ Clarification of content □ Change to computer functionality

□ Fulfill Regulatory Requirement □ Change to Workflow

(FDA, AABB, CAP) □ New equipment (include Manufacturer’s instruction manual)

□ Annual Review □ Other

Recommended Change/Addition:

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| --- |
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**CHANGE REVIEW**

□ No change necessary

□ Change needed □ Minor □ Major Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Change Control Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Online Documents | Yes | No | N/A | Date | By |
| Document Written or Revised |  |  |  |  |  |
| Validation Complete |  |  |  |  |  |
| Suggestions from validation incorporated into final document |  |  |  |  |  |
| Document Control Form Completed |  |  |  |  |  |
| Pink Master Copy Printed |  |  |  |  |  |
| Medical Director signoff competed |  |  |  |  |  |
| Tech review/sign-off competed in LMS, and printed |  |  |  |  |  |
| Master Document List Updated. |  |  |  |  |  |
| Previous Version moved to Archive folder |  |  |  |  |  |
| New Version moved to TSL Document folder |  |  |  |  |  |
| White Manual Copy Printed and inserted in Manual |  |  |  |  |  |
| White copy of previous version discarded |  |  |  |  |  |
| Pink Master Copy, Validation Form, LMS sign-off all filed |  |  |  |  |  |