

ISO 9001:2015 Document Change Request Form - Industry Vetted

5 Aug 2025 / Michael V. Aran

Complete

Score	0 / 0 (0%)	Flagged items	0	Actions	2
Document Change Request Number					00702
Site					Unanswered
Create on					05.08.2025 10:00 PST
Prepared by					Michael V. Aran
Department					Quality Control Department
Location					Louisiana, USA (30.5190775, -91.5208624)

Actions

2 actions

Document Change Request / Impact of Proposed Changes / Records affected by the changes

Work instructions

Yes

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 21.08.2025 16:20 PST | Created by: SafetyCulture Staff

Check instructions

Check the newly changed instructions accordingly. If record shows changes are made, the instructions are automatically changed as well.

Document Change Request / Impact of Proposed Changes / Records affected by the changes

Policies and procedures

Yes

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 21.08.2025 16:23 PST | Created by: SafetyCulture Staff

Check the new policies and procedures

Check the policy file and determine what applies to the changes. If record shows changes are made, the policies and procedures are automatically changed as well.

Document Change Request2 actions

Document Information

Document name

Quality Policy

Document number

0033

Current revision number

12

Document owner

John Mitchell

Area/Process

Quality Control

Reason for Change

Indicate the reason(s) for the change

New process or procedure

Process improvement

Detailed explanation of change

Documents require updates to ensure accuracy and relevance

Risk and impact of not implementing the change

-Loss of consistency and control

-Non-compliance with regulatory and internal requirements

-Increased likelihood of errors and defects

Impact of Proposed Changes

2 actions

Training and communication required

No

Records affected by the changes

2 actions

Work instructions

Yes

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Check instructions

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List the work instructions affected

- Work instructions that describe specific testing, inspection, or measurement methods used in the QC process.
- Instructions related to handling nonconforming products or materials.
- Procedures for calibration, maintenance, or operation of QC equipment.
- Instructions that define corrective actions following quality deviations or audit findings.

- Work instructions impacting safety, quality standards, or compliance activities within QC.
- Any detailed task instructions that support updated or changed QC procedures and processes.

Standard operating procedures	N/A
Quality Manual	Yes
Forms and templates	No
Policies and procedures	Yes

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Check the new policies and procedures

Check the policy file and determine what applies to the changes. If record shows changes are made, the policies and procedures are automatically changed as well.

List the policies and procedures affected

1. Quality Policy: This needs to be aligned with the context and strategic direction of the organization. Changes in quality objectives or strategic goals require updates to the Quality Policy to ensure it remains relevant and supportive of business goals.
2. Management System Planning Procedures: Aspects related to identifying risks and opportunities, planning to address them, and managing changes that affect the QMS (Quality Management System) require updates.
3. Operational Control Procedures: Procedures governing product/service realization, production control, inspection, testing, and the handling of nonconforming products are impacted by document changes to maintain operational control effectiveness.

Other records	No
Review and Approvals	
Process owner	
Approved or rejected	Approved

Signature

Michael Aran
06.08.2025 13:26 PST

Title	Quality Control Manager
Document owner	
Approved or rejected	Approved

Signature

John Mitchel
06.08.2025 13:26 PST

Title

Quality Control Lead

Quality manager

Approved or rejected

Approved

Signature



06.08.2025 13:26 PST