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				DESIGN CHANGE NOTICE NUMBER		{2}	
WORK ORDER NUMBER {3}	DOCUMENT NUMBER {4}	SHEET	REV. NO	TITLE OF DOCUMENT {5}			
REASON FOR CHANGE {6}							
DESCRIPTION OF CHANGE {7}							
<p><u>DRAWING CHANGE NOTICE FORM INSTRUCTIONS</u></p> <ol style="list-style-type: none"> 1. Page number and total number of pages. 2. Design Change Notice number (sequential). 3. Work Order Number 4. Document number, document sheet number, if applicable, and document revision number. 5. Title of document being revised. 6. Reason for change. 7. Detailed description or sketch of change. Use continuation sheets as necessary. 8. To be signed by the design originator. 9. To be signed by the checker. 10. To be signed by the Manager of Engineering. 11. To be signed by the Project Manager. 12. To be signed by the individuals involved in the coordination process. The originator will determine the coordination requirements. 13. To be signed by the Contracting Officers Technical Representative, if applicable. 14. To be signed and dated by the Manager of Engineering. 							
ORIGINATOR {8}		CHECKER {9}		APPROVER {10}			
PROJECT MANAGER {11}	COORDINATION {12}		COTR {13}		MANAGER OF ENGINEERING/DATE {14}		

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