

Forces and Equipment

DESIGN CHANGE REQUESTS ISSUED BY A CONSTRUCTOR REQUESTING AN A&E APPROVAL OF A CHANGE TO AN EXISTING DOCUMENT AND A REVIEW PERFORMED BY SAIC

By the constructor to an A&E-review by SAIC				DESIGN CHANGE REQUEST		{1} PAGE 1 OF
						DESIGN CHANGE REQUEST 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 style="text-align: center;"><u>DESIGN CHANGE REQUEST FORM INSTRUCTIONS</u></p> <ol style="list-style-type: none"> 1. Page number and total number of pages. 2. Design Change Request 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 and dated by the Constructor. 9. To be completed/signed by the Architect Engineer. 10. To be signed by the Project Manager. 11. To be signed by the individuals involved in the coordination process, including the Lead Engineer for the Scope of Work. The Lead Engineer for the Scope of Work will determine the coordination requirements. 12. To be signed by Contracting Officers Technical Representative. 13. To be signed and dated by the Manager of Engineering 						
INITIATED BY/DATE {8}						

