

DESIGN CHANGE REQUEST ISSUED BY THE SAIC OPERATIONS AND MAINTENANCE DEPARTMENT
REQUESTING FME APPROVAL OF A CHANGE TO AN EXISTING DOCUMENT

By SAIC Operation and Maintenance-review by FME				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 {5}						
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 SAIC Operations and Maintenance Department. 9. To be completed/signed by the FME Discipline Engineer for the Scope of Work. 10. To be signed by the FME Checker. 11. To be signed by the FME Manager of Engineering 12. To be signed by the FME Project Manager. 13. To be signed by the FME individuals involved in the coordination process. The FME Discipline Engineer for the Scope of Work will determine the coordination requirements. 14. To be signed by the FME Contracting Officers Technical Representative. 15. To be signed and dated by the FME Manager of Engineering 						
INITIATED BY/DATE {8}						

