Document Change Request (DCR) – IMS Form 1000

1. REQUEST ORIGINATOR IDENTIFIES:	*(Submit to DCC when complete.)*		
Name	Phone Number	Office Number	Affiliation (check one) [☐] Owner OR [☐] User
Document Number:			
Document Title:			
Action Requested:	[☐] New Document	[☐] Revision or Change	[☐] Cancellation
Comments:	*(Identify changes to existing document or include new document and attach.)*		

2. DCC ASSIGNS:		*(Submit to Process Owner when complete.)*	
DCR Number	Document Owner	Current Revision Letter	Date Received / /

3. PROCESS OWNER EVALUATES/ADJUSTS:	*(Send DCR electronically or hard-copy to reviewers.)*
[☐] Accept DCR (as is or with modifications) (skip to section 5): [☐] Accept DCR and forward to Reviewer(s) (as is or with modifications): **Please return reviews by:** / / [☐] Reject DCR (specify reason in comments):	Comments:

4. REVIEWER ANALYZES:	*(Attach document with comments and submit to Process Owner.)*
Name	Comments Submitted on: / /

5. PROCESS OWNER FINALIZES:	*(Submit to Approving Official.)*
[☐] Incorporated As Written [☐] Incorporated With Modifications [☐] Not Incorporated [☐] Withdrawn by the Originator	Comments:
Signature: _____	Date ___/___/___

6. OFFICIAL APPROVAL:	*(Return to DCC for filing or Process Owner if comments.)*
[☐] Approved [☐] Approved (comments) [☐] Not Approved	Comments:
Signature: _____	Date ___/___/___

Instructions for Preparation of IVV Form 1000
Document Change Request

Form 1000 is used to propose a new System Level Procedure (SLP) or Work Instruction (WI) or to recommend change, revision, or cancellation of an existing SLP/WI. It may be initiated by the process owner or submitted by a document user in an organization of the function affected by the process that the document describes. This form may be used for initiating changes to other types of documents if so specified in organizational document control procedures.

Please submit only one change per form (if the one change concept affects several parts of a document, use one form, but indicate all affected parts of the document).

1. **REQUEST ORIGINATOR IDENTIFIES:**
   This block is for use by the person requesting changes or revisions. The originator may be a document user in an affected function or the process owner.
   a. If a **new document** is being proposed the process owner will assign the number after acceptance.
   b. If a **cancellation** is requested, state the reason in the Comments block.
   c. If this form is **initiated by the process owner**, he or she should fill out this block as well as the "PROCESS OWNER EVALUTES" block.

   Transmit this form **electronically** to the DCC. Please submit only one change per form (if that change affects several parts of the document, so indicate).

2. **DCC ASSIGNS:**
   This block is for use by the Document Control Custodian (DCC). The DCC tracks all configuration changes to the IV&V Management System (IMS). DCC assigns log tracking number, and then submits the DCR to the Process Owner.

3. **PROCESS OWNER EVALUATES:**
   This block is for use by the Process Owner, who is the person responsible for the process or task described by the document in question.
   a. If this request **is applicable**, the Process Owner incorporates the request and forwards a copy, electronically or in hard-copy, of the DCR to required or requested reviewers.
   b. If this request is **not applicable**, as deemed by the process owner, then return the DCR to the Originator with explanation.

4. **REVIEWER ANALYZES:**
   This block is for use by the reviewer for the affected function identified in the DCR. Attach the document, electronically or in hard-copy, and return to the Process Owner.

5. **PROCESS OWNER FINALIZES:**
   This block is for use by the Process Owner. The Process Owner checks all applicable blocks to describe disposition of original request, signs and dates the DCR, and then send the DCR to the Approving Official. *Note: The Process Owner may not be the same as the Approving Official.*

6. **OFFICIAL APPROVAL:**
   This block is for the Approving Official designated to release the document into the Quality Management System. The Approving Official signs and dates the DCR, and then returns the DCR to the DCC for filing or to the Process Owner if he or she included comments.