

Engineering Change Notice

Requested by	Date	Material <input type="checkbox"/>
Received by (ENG)	Date	Process <input type="checkbox"/>
Part ID involved	ECN No	Files <input type="checkbox"/>

Detailed Information of changes. Provide Marked up SPO or Engineering Drawings

Production Design Team ECN and file Update Member Assignment

Assigned to	Date	WO
File folders update completed	Date	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved by (ENG)	Date	Yes <input type="checkbox"/> No <input type="checkbox"/>

Planning Team ECN Engineering Master Member Assignment

Assigned to	Date	Yes <input type="checkbox"/> No <input type="checkbox"/>
Engineering Master Completed Update	Date	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved by (Planning)	Date	Yes <input type="checkbox"/> No <input type="checkbox"/>

Closed By (ENG)	Date	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Upon completion WO must be closed in Visual Log.