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| **DESCRIPTION OF PROPOSED CHANGE** |
| Description of the proposed change as well as the reason that the change is necessary: |
| **TYPE OF CHANGE** |
| * Process Change
* Documented Information
* Equipment or Hardware
 | * Software
* Personnel Assignment
* Vendor Selection
* etc
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| **Person proposing/recommending the change:** | **Date:**  |
| **EVALUATION** |
| Description of evaluation undertaken. Will the change affect existing products or services? Is the change absolutely necessary? Is there any impact to existing documents (procedures, policies, forms, etc.)? Is personnel training / re-training required? What risks or business impacts are associated with the proposed change? |
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| **APPROVAL** |
| **Managing Member** | **Date:**  |
| The signed Change Form is the necessary authorization to perform the change as recommended and/or modified during evaluation. |