



Document Control Solution Highlights

- Web-based submission of change requests.
- Identification of impacts due to the proposed change.
- Online review of proposals.
- Assignment, tracking and verification of change impact actions based upon the category and type of change.
- Tracking, management and verification of change implementation activities (training, document updates and downloads).
- Closure of changes after all document updates and all training has been completed.
- Integrated deviation with time/lot/serial number/quantity expiration.
- Workflow-driven due dates and reminders based upon the overall schedule.
- Flexible search of requests and documents.
- Integrated storage of requests, documents and markups.
- Up-to-date charts/reports of status and trends.

My Tasks

Document Control

[Submit a Change Request](#)
[Search for Documents](#)
[Search for Change Requests](#)
[Import Document](#)
[Configure Document Types](#)
[Configure Approvers](#)
[Configure Change Impacts](#)

Administrative Actions

[View & Reassign Tasks](#)

My Profile

[Change Password](#)

View Entity [Help](#)

Request ID

Originator

Originating Department

Overall Description of Change Request

Changing wheel size on Super Mover 2004

Documents Included in Change Request

Document ID	From Rev	To Rev	Document Name	Reason	Description of Document-specific Change	Markup
Info 4430023	B	C	Super Mover 2004 Assembly Drawing	Improve Product/Process	Drawing change, larger wheels	design.ppt
Info 4430024	B	C	Super Mover 2004 BOM	Improve Product/Process	BOM change, Larger wheel sizes	Super Mover 2004 BOM.xls

Change Impacts

Applies?	Change Impact Name	Instructions	Description	Evidence
Yes	Design - Design Validation	Revalidate design based upon proposed change. Include supporting evidence.	re-validated the design	performed required design validation
Yes	Regulatory Impact	Determine 1) regulatory impact (yes/no), 2) if yes, describe impact, 3) attach completed reg form	determined regulatory impact	reg analysis/conclusions
Yes	Risk Analyses Affected	Review for Risk Analysis impact. Attached FMEA form when necessary.	impact of proposed change on risk profile	completed risk profile assessment

Screen Capture: Document Control Solution