

# FORM CHANGE/UPDATE CHECKLIST

STEP 1

- ☐ Existing Document Updates/Changes marked with a **red pen**
- ☐ New Document set up in Word Doc & emailed to administrator
- ☐ Paper clipped this checklist to Existing Document marked with changes or New Document and placed in designated location

Document Number of  
document being updated:

S100-

System100 Form Number

4

\_\_\_\_\_  
Person Requesting Form Update

09/14/08  
Date

STEP 2

- ☐ Production Administrator has approved Changes or New Document

\_\_\_\_\_  
Production Administrator's Signature

*Place this document & document being changed/updated in designated location (Change Request Approved)*

## SYSTEM MANAGER:

STEP 3

- ☐ New Document Template Used (If Applicable)
- ☐ Revision date correct
- ☐ Cross referenced (**Un-Losable**) to related documents (**If applicable**)
- ☐ Master Forms List updated and printed for the front of Department Operation Manual and placed in **Documents Completed designated location. (New Document Only)**
- ☐ The computer file for this form has been filed correctly

Initials

*Place this document & document being changed / updated, in **designated location** (Changes Made Waiting for Approval)*

STEP 4

- ☐ **General Manager** has approved Final Document

\_\_\_\_\_  
General Manager's Signature

*Place this document & document being changed/updated in designated location (Changes Made is Approved)*

## PRODUCT ADMINISTRATION:

STEP 5

- ☐ If changes are related to company website, website updated (**If Applicable**)
- ☐ Cross referenced documents entered in Document Change/Update Admin (**if applicable**)
- ☐ Document has been changed to Reviewed from Unreviewed Documents in System 100

*Place this document & document being changed/updated in designated location (Changes Completed!)*

Initials

## CUSTOMER SERVICE:

STEP 6

- ☐ All old copies of the document being update have been thrown away (**every location**)
- ☐ New copies made and place in designated location
- ☐ New original copy placed inside operation manual and old copy removed
- ☐ Place this document stapled to old document with marked changes in **Document Updates/Changes Binder**

Initials