

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

Date

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

Initials

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

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