**Change of Process Proposal**

Fill out this form to submit a formal process change proposal. Make sure to include any additional attachments (photos, videos, reports, etc.) in the proposal as well.

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| **Process Details** |
| Name of the process: |  |
| Departments where applicable: |  |
| Description of the process: |  |
| List the equipment or tools used: |  |
| **Request Details** |
| Requested by: | Date of request: |
| Describe the issue causing the need for a change: |  |
| Description of the process change: |  |
| Type of change: | [ ]  Training | [ ]  Equipment | [ ]  Procedure | [ ]  Design |
| [ ]  Engineering | [ ]  Document | [ ]  Other:  |