**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: | |