



International Tower Lighting, LLC utilizes Engineering Change Requests to document changes or alterations to certified products.

Engineering Change Requests (ECRs) are initiated by either the President or V.P. Engineering. Changes or alterations to certified products may be desired to meet the evolving needs of customers, improve production processes, or to replace obsolete materials, parts, or components. Administrative tasks associated with the ECR may be delegated to qualified staff.

Engineering Change Request

Engineering Change Requests are documented using the Engineering Change Request form. The process flow for the ECR is as follows:

- 1) Document the change using an Engineering Change Request Form.
- 2) Identify the Part Number requiring change and enter a description of the part.
- 3) Assign and record an ECR number
- 4) Assign a priority to the ECR.
- 5) Meet with and obtain signatures from appropriate responsible personnel.
- 6) Enter ECR issue date and expected completion date.
- 7) Document the reason for the change.
- 8) Document a description of the change and determine if vendor(s) are affected.
- 9) Determine and document whether any re-testing for certification is required.
- 10) Document any related changes.
- 11) Document instructions for required modifications.
- 12) Record drawing numbers or document titles affected and their revisions.
- 13) Document the update of MRP/ERP system changes (accounting software).
- 14) Engineering Change Request Forms are closed and filed upon approval of the Quality Assurance Representative.

Reference

SOP11: Control of Non-Conforming Material
Engineering Change Request Form

Revision	Description of Change	Date	Preparer / Approval
0	Initial Release	8/27/12	Prepared By: Andy Rudolph Approved By: Roberto Schipp
1	Updated address	10/26/2015	Prepared By: Elke Hinson Approved By: Andy Rudolph