

## 1. PURPOSE

To provide work instruction for the proper completion of the Engineering Change Order (ECO) Form – 870-8022-XXX.

## 2. SCOPE

The scope of this work instruction is to guide the completion of the ECO Form.

## 3. REFERENCES

Not applicable

## 4. DEFINITIONS

Not applicable.

## 5. RESPONSIBILITY

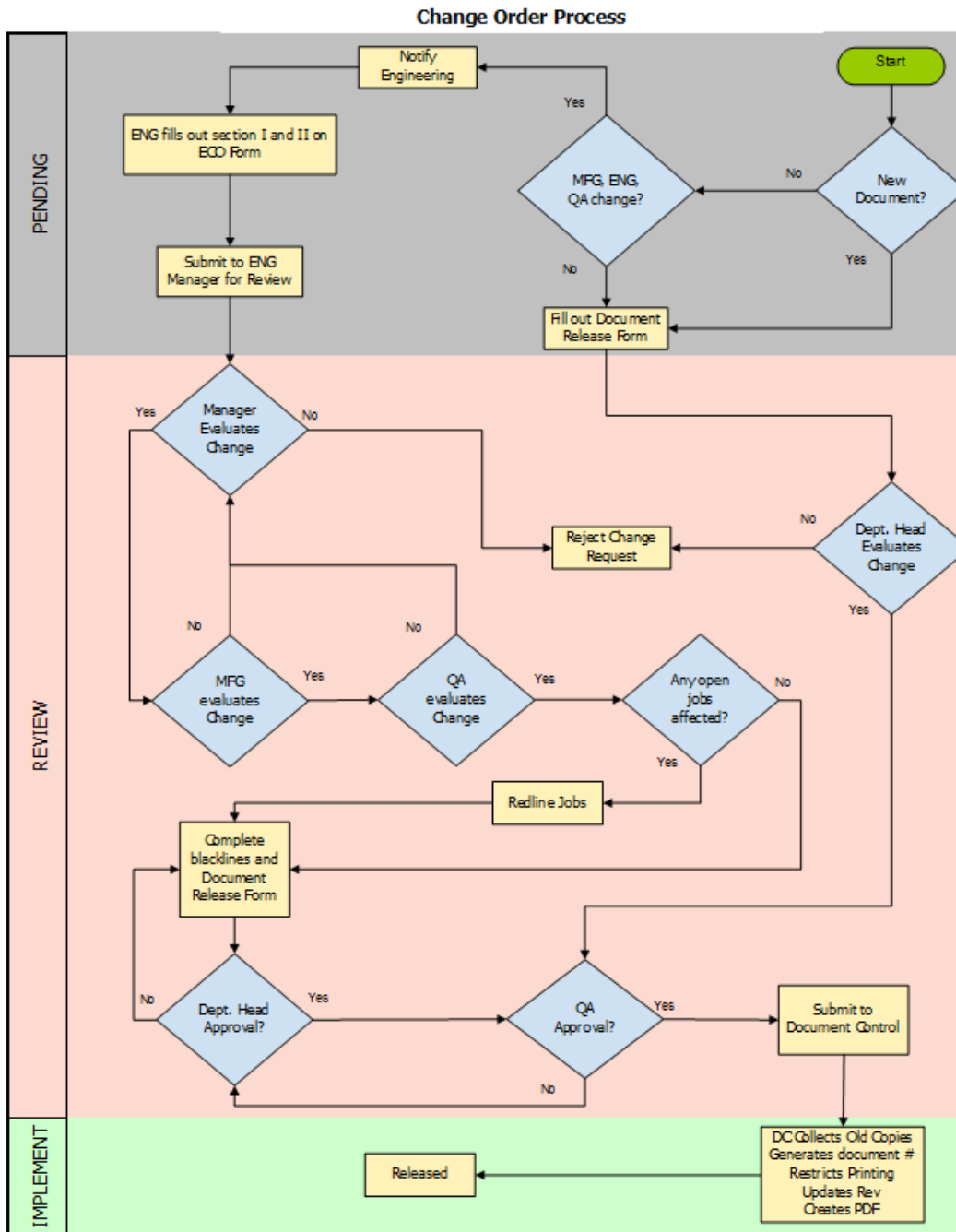
The Engineering Manager is responsible for maintaining this document.

## 6. MATERIALS

Not applicable

## 7. PROCEDURES

1. Section I
  - 1.1. Populate # and Current Revision of Document or Drawing to be changed.
  - 1.2. Describe the Change - What is being changed?
  - 1.3. Reason for the Change – Why is it being changed?
  - 1.4. Populate Customer affected (if applicable)
  - 1.5. Populate BOM's that are affected by this change.
  - 1.6. Generate ECO# using DMS\_New\_Release\_&\_Change\_List.xls
2. Section II
  - 2.1. Populate Section II by querying SyteLine
  - 2.2. Engineering Manager evaluates change,
  - 2.3. Manufacturing evaluates change.
  - 2.4. Quality Assurance evaluates change,
3. Section III
  - 3.1. Query and locate and open jobs affected the proposed change.
  - 3.2. Redline affected jobs with changes.
  - 3.3. Complete section III by updating affected Drawing/Document.
4. Complete Form
  - 4.1. Submit completed drawing/document for Review to Engineering Manager.
  - 4.2. Submit completed drawing/document for Review to Quality Manager.
  - 4.3. Engineering Manager and Quality Manager sign off completed form.



## 8. UNCERTAINTIES

Not applicable.

## 9. RECORDS

Not applicable.