

PROCESS CHANGE REQUEST FORM

Request Number: _____ Priority: _____

Requester Information:

Full Name: _____

Department: _____

Phone/Email: _____

Change Description:

Justification / Reason for Change:

Impact Analysis:

Proposed Implementation Plan:

Risk Assessment:

Estimated Cost / Resources Required:

Approval Section:

Manager / Supervisor: _____

Signature: _____ Date: _____

Department Head: _____

Signature: _____ Date: _____

Quality Assurance: _____

Signature: _____ Date: _____

Change Control Board: _____

Signature: _____ Date: _____

Clause 1 – Purpose

This Process Change Request Form (the “Form”) documents proposed modifications to existing processes and serves as a formal request for review, approval, and implementation.

Clause 2 – Compliance

All changes requested herein shall comply with applicable federal, state, and local laws, regulations, industry standards, and organizational policies.

Clause 3 – Responsibility and Authority

The Requester affirms that all information provided is accurate and complete to the best of their knowledge. Approvers acknowledge their authority to grant or deny requests and to enforce the terms of this Form.

Clause 4 – Implementation

No changes shall be implemented without prior approval documented herein. Implementation shall adhere to the approved plan, ensuring minimal disruption and maintaining compliance.

Clause 5 – Documentation and Record Keeping

All records related to the change request, including approvals, communications, and implementations, shall be maintained in accordance with organizational record retention policies.

Clause 6 – Liability and Indemnification

The Requester and Approvers agree to indemnify and hold harmless the organization from any claims, damages, or liabilities arising from unauthorized or improper changes.

Clause 7 – Amendments

Any modifications to this Form or the change request must be documented in writing and approved by the designated authorities.

Clause 8 – Severability

If any provision of this Form is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Clause 9 – Governing Law and Venue

This Form shall be governed by the laws of the United States and the applicable state law without regard to conflict of laws principles. Jurisdiction and venue for disputes shall be as specified by the organization's policies.

Clause 10 – Acknowledgement

By signing this Form, all parties acknowledge understanding and agreement to the terms herein and affirm their commitment to compliance and organizational standards.

REQUESTER SIGNATURE

MANAGER / SUPERVISOR SIGNATURE

Signature: _____

Signature: _____

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