



Engineering Change Notice Overview

ECN #: _____ **Target Release Date** _____

Scope Review Process:

	Completed	Initial	Comments
1. ECR/ECN Process Completed	_____	_____	_____
2. Verified Design Created	_____	_____	_____
3. Product Released for Review and Approval			
a. Sales	_____	_____	_____
b. Operations	_____	_____	_____
c. Installation	_____	_____	_____
d. Project Management	_____	_____	_____
e. General Manager	_____	_____	_____
4. Extrusion Verification	_____	_____	_____
5. Mock-up	_____	_____	_____

Documentation:

	Completed	Initial	Comments
1. Die Drawings	_____	_____	_____
2. AutoCAD files	_____	_____	_____
3. Fabrication Templates	_____	_____	_____
4. IT (Prefweb/Surpass)	_____	_____	_____
5. Marketing	_____	_____	_____
6. Installation Instructions	_____	_____	_____

Procurement/Manufacturing:

	Completed	Initial	Comments
1. Die Procurement	_____	_____	_____
2. Equipment Qualification	_____	_____	_____
3. Personal Training	_____	_____	_____
4. Process Validation	_____	_____	_____
5. Packaging/Labeling	_____	_____	_____
6. Pilot Production Run	_____	_____	_____
7. Released for Full Production	_____	_____	_____

Comments: