

Document Change Record (DCR)

D01

1	1	No. per the BMS Structure	
2		Document Title, Rev.:	
3		Change type:	Select
4		If Change type = "New", R01:	
5		If Change type = "Revision," next revision:	
6		If Change type = "Revision," obsolete prev. Rev.	
7		If Change type = "Obsolete," obsolete and archive	ROB
8		Reason for change:	Select
9		Change summary:	

10		
11	2	If the Reason for change is "correction," record NC-CAR No per the BMS Structure .

12

13 3 The Originator or the Documentation Management personnel complete the table below by selecting and answering "Yes" or "No" in the right column.

14			
15	L/N	Wastes	Y/N
16	1	Template of the current revision?	Select
17	2	Grammar checked?	Select
18	3	No Purpose section	Select
19	4	Retention of records?	Select
20	5	Approved suppliers?	Select
21	6	Referenced documents relevant to the content?	Select
22	7	"Designees"?	Select
23	8	Training requirements?	Select
24	9	Document checked for possible duplications or conflicting information?	Select
25	10	Document validated at the point of use	Select

26

27 For any variance in the Wastes table above, justify why it is acceptable.

28		
29	L/N	Justification of variance
30	1	
31	2	
32	3	
33		Add lines as needed and delete this note.

34

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10

35 4 For line 9 above, list the documents you checked for duplicate or conflicting information (see the note for instructions).

36

No	List reviewed documents
1	
2	
3	
	Add lines as needed and delete this note.

42

43 5 Document validation activities and results below.

44

No	Validation steps and results
1	
2	
3	
	Add lines as needed and delete this note.

50

51 6 The Originator defines if the change requires training

52 6.1 If training is not required, continue to Step 7

53 6.2 If training is required, the Originator determines the type of training

54 6.3 When group training is required, the Documentation Management Personnel notify the trainer to perform training per the [Training Matrix](#)

55 6.4 Upon completion of such training, the Trainer provides training records to the Documentation Management that files the records in the [Training folder of the BMS Structure](#).

56 6.4 When the change requires self training, the Documentation Management Personnel notify appropriate employees per the [Training Matrix](#)

57 6.5 Upon completion of self training, employees provide an e-mail conformation to the Documentation Management personnel

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10
58

All required training records filed (signature): _____

59

60

7 When the Originator or the Documentation Management verified that all requirements of the form had been met or variances justified, the Quality Manager signs and dates the form below

61

8

Quality Manager, verified and approved (signature): _____

62

Change released date: _____

63

9

Estimated labor cost of change: _____

64

65

10 After approval of the change, Documentation Management personnel files a pdf copy of the document under the name "Document Title Rxx yymmdd in [the BMS Structure](#).

66

10.1

Documentation Management personnel scan the form in PDF format and save a copy in the [BMS Structure](#) under the name: "DCR-yymmdd-x Document Title Rxx, where "x" is the sequential number for the day, and "Rxx" is the new revision.