



Engineering Change Request Form Instructions

Completion of the Form. NOTE: Only the top four sections of the form need to be filled out by the originator.

1. ECR Number – Entered by Engineering
2. Origination Date – Entered by Originator
3. Product Affected – Solenoids, Pump, Orbital Valve, etc.
4. PAI Drawing Title – Enter the PAI Drawing title
5. PAI Drawing Number – Enter the PAI Drawing Number.
6. REV – Enter the current revision of the PAI Drawing
7. PAI End Item P/N – Enter the PAI Project End Item
8. Customer – Enter the customer Name (if required)
9. Customer Part Number – enter the Customer Part Number (if available)
10. Originator – Enter the Originator's name
11. Department – Enter Originator's Department
12. Extension – Enter Originators Phone Extension
13. Reason for Change – Enter X in the block that best describes the reason for the change. If a Line Stop, the supervisors' signature is required for situation awareness.
14. Problem Definition – Enter exactly what the discrepancy is in as much detail as possible. All requests need to be accompanied with all applicable prints, specifications and/or details that are required to explain the discrepancy **before** being submitted to engineering for evaluation.
15. Problem Solutions – Enter, if known by originator, what a possible solution to the discrepancy might be: i.e. different procedure, different ways to manufacture or better assembly techniques.
16. Engineering Analysis - It is the engineer's responsibility to fill out the engineering analysis portion of the form.
17. Effectivity of the Change – The Engineer, in consultation with appropriate PAI personnel, dispositions current REV materials.
18. Approval – In conjunction with the approval sign off, the Design Engineer determines coordination requirements with the customer, vendors, and third party subcontractors (i.e. UL, CSA, and FAA). Requirements may be noted in the purchase order, associated quality requirements, technical specification, or other customer or agency documentation. When requirements for approval or coordination are required, a note or other form of identification either by stamp or incorporation in the actual shall be added to the corresponding documentation to allow for more readily available and visible requirements determination.
19. Rejection – When an ECR is rejected by the Engineer, the ECO Coordinator or Designee will return the dispositional ECR to the requestor.