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| SSP03a: Document and Record Control  SSP03a/F/03 – Document Change Request Form | | | |
| **PT:** | Click here to enter text. | | |
| **Contact Details**: | Click here to enter text. | | |
| **Completed By:** | Click here to enter text. | **Date:** | Click here to enter a date. |
| **Reviewed By:** | Click here to enter text. | **Date:** | Click here to enter a date. |
| **Title of document** | Click here to enter text. | **Reference number:** | Click here to enter text. |
| **Nature of change request:** | Click here to enter text. | | |
| **Reason(s) for change:** | Click here to enter text. | | |
| Following to be completed by Recipient | | | |
| **Contact Details of recipient**: | Click here to enter text. | | |
| **Completed By:** | Click here to enter text. | **Date:** | Click here to enter a date. |
| **Consultees (where applicable):**  **(Note 1)** | Click here to enter text. | | |
| **Outcome of Request**  **(please circle):** | Approved: | **Date:** | Click here to enter a date. |
| Approved (with amendments): |
| Rejected: |
| **Reason for Rejection (if applicable)** | Click here to enter text. | | |
| **Other notes:** | Click here to enter text. | | |
| **Forwarded for Action:** | Click here to enter text. | **Date:** | Click here to enter a date. |
| **Change completed:** | Click here to enter text. | **Date:** | Click here to enter a date. |
| **Notes:**   1. **Where the request involves a major change to POSMS or POEMS, the AD ASEG must be consulted.** | | | |

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| **Issue** | Authorised by Hd S&EP | **ISSUE LEVEL:** | Release V3.0 |
| **Approval** | Authorised by DS&E | **Date:** | Jan 2017 |
| **DOCUMENT IS UNCONTROLLED IN PRINT** | | | |