Galaxy Aerospace
Airworthiness Expert

Document Change Request

A. Requestor information

1. Name : _____

2. Designation : _____

B. Details of Request

1. Reason for change : _____

2. Document issue number : _____ 3. Document revision number : _____

4. Documents affected : _____

5. Details of change : (Fill the table below)

Document Reference	Issue No	Rev No	Details of change

C. Review and Approval

Reviewed and approved by
Signature :
Name :
Designation :
Date :

D. Acceptance (FOR QA USE ONLY)

Accepted by
Signature :
Name :
Designation :
Date :
Remark (if any)

E. Registration and Update (FOR QA USE ONLY)

1. Internal Publication Masterlist : ☐ Date : _____
2. GAMS Portal : ☐ Date : _____
3. Requestor notice : ☐ Date : _____

INSTRUCTION FOR COMPLETING GAM/Q-070, DOCUMENT CHANGE REQUEST

Section A(1)	Fill in name of requestor
Section A(2)	Fill in designation of requestor
Section B(1)	Fill in reason for change
Section B(2)	Fill in issue number of the document intended to be reviewed, approved, and accepted.
Section B(3)	Fill in revision number of the document intended to be reviewed, approved, and accepted.
Section B(4)	Fill in document(s) affected by the change request. If the document intended to be approved affects any procedure and policy, please state them as such in this column
Section B(5)	Attach GAM/Q-070a to complete this section. State the section of document affected, and the details of proposed change. example : | Document Reference	Issue No	Rev. No	Details of change
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GAM/EPM/ISS.1	-	1	Part 3.1 – Amended sentence in para 2 for better understanding.
GAM/E-011	1	1	Amended Section 5(a) to include staff ID column.	
Section C	Fill in signature, name, designation and date of personnel reviewing and approving the document change request, either HOD or personnel nominated by HOD if he/she is not available.
Section D	Fill in personnel accepting the document change request, either the QAM or personnel nominated by HOD if he/she is not available. Fill in remark regarding the document change request, if any
Section E(1)	Tick off box if the document has been registered in Internal Publication Masterlist (GAM/Q-067), and insert date of registration.
Section E(2)	Tick off box if the document has been updated onto GAMS portal, and insert date of update.
Section E(3)	Tick off box if the requestor has been notified of the document change request acceptance, and insert date of notification.