F-752-003

Document Change Request Form
Rev: G   Date: 24-Oct-24

Section I: To be completed by requestor:

Document Number:	A-820-001
Document Title:	Vendor PO Terms & Conditions

Current Revision:	G	**New Revision:**	H
Requestor Name:	C Dominguez	**Date Requested:**	2-24-2026

Attach copy of document page(s) with changes indicated in RED and cross out what needs to be removed also in RED.

Reason for Change: Revise para 23.2 language related to ISO17025 requirement for suppliers

Section II: To be reviewed & completed by Department Manager or designee:

Change Approved?	YES ☒ NO ☐	If no, provide reason:	
Approved By:	Carlos Dominguez	**Approval Date:**	02/24/2026
Training Required?	YES ☐ NO ☒	If no, provide reason: Change does not impact day-to-day activities	
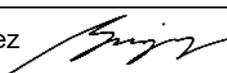
Section III: To be reviewed & completed by QMS Manager or designee:

Change Approved?	YES ☒ NO ☐	If no, provide reason:	
Approved By:	Stephanie Copner	**Approval Date:**	2-27-2026

Section IV: Tasks to be completed by Document Control after document has been approved	Completed		
	YES	**NO**	**N/A**
Review Document Change Request Form and submitted documents for completion, formatting, and approvals.	☐	☐	☐
Remove the old revision from the Controlled Documents folder and place it in the appropriate folder in the Master Documents folder in the Quality Shared file	☐	☐	☐
Upload the new revision to the Controlled Documents folder and password protect	☐	☐	☐
Save a copy of red lined doc, Document Change Request Form, and e-mail notification in Master Documents folder	☐	☐	☐
Update F-720-007 On the Job & Annual Employee Training Matrix with the new revision information (letter, date)	☐	☐	☐
Update form F-752-001, QMS Master List	☐	☐	☐