

# Laboratory Document Change Control Checklist



***Note: If this change needs to be done on a “Rush” basis, it is advisable to notify all reviewers and approvers as soon as possible. Provide a summary of the change, explain why it needs to be completed quickly and when the change needs to be implemented.***

1. Is the document clearly identified?
  - a. Include code number and document name, if applicable
2. Is the change explained clearly?
  - a. What type of document is being changed?
  - b. Is it necessary for other actions to occur before making this request? (For example, a validation report may need to be signed off before changing a method).
3. What is the justification for the change?
  - a. Is there supporting data? Is a summary attached?
4. Does this change impact anything else?
  - a. Will related documents need to be changed?
  - b. Will other sites, or contractors, need to be notified?
  - c. Was this document included in a dossier for filing?
5. Have you double checked your form for correctness and completeness?
6. Have you signed the form (and/or received departmental approval, as directed by your change control procedure)?