

HEXATECH	QUALITY SYSTEM ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	<b>QMS Document Change Notice</b>	Revision No.: 0		Document Ref: QSA-REC-QDCN

**PART 1 - PROPOSED NEW / CHANGE QMS DOCUMENT OR RECORD BY ORIGINATOR**

DCN No.:	Department / Function Involved:	Existing QMS Document / Record Reference (if any):
Date:		

Description of proposed new or changes to QMS document or record:

Brief title of attachments provided - sample revised QMS document or record (if any):	Originator Name & Signature & Date:
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**PART 2 - REVIEW BY ISO EXECUTIVE (IE)**

Reviewing remark & comment:

New / change QMS document or record recommended (if any):	IE Name & Signature & Date:
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**PART 3 - APPROVAL BY FACTORY MANAGER**

Reviewing remark & comment:

**PART 4 - FINAL ACTION BY QSA EXECUTIVE**

Action Taken:

**APPROVED / NOT APPROVED \***  
\* Delete where applicable

Statistical Compilation & Filing:

FM Name & Signature & Date:

QSAE Name & Signature & Date: