



# DOCUMENT CHANGE REQUEST

DCR Class

*TO BE COMPLETED BY ORIGINATOR*

Change request No.

Originator (1)	Originator signature (2)	Page 1 of [ ] (3)
Affiliation	Date:	

**DOCUMENT AFFECTED**

Other documents affected (8)

Doc. No. (4)	Status (5)	Title (6)	
Paragraph(s) and page(s) affected (7)			

**PROPOSED WORDING OF CHANGE (9)**

Continuation sheet(s) attached  
 Yes  No

**JUSTIFICATION (10)**

Continuation sheet(s) attached  
 Yes  No

**Changes required for:**

Procurement (project) <input type="checkbox"/>	Qualification <input type="checkbox"/>	MRB decision <input type="checkbox"/>	(11)
General Improvement of Spec. <input type="checkbox"/>	Other <input type="checkbox"/>		

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Date of registration:	Order of Priority for Appr. / Impl.: 1 (high) <input type="checkbox"/> 2 (medium) <input type="checkbox"/> 3 (low) <input type="checkbox"/>
Attachments: <input type="checkbox"/>	Qualification Status: Qualified <input type="checkbox"/> In process of qualification <input type="checkbox"/> N/A <input type="checkbox"/>

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<b>Approved</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Priority <input type="checkbox"/>	<b>Signature</b>  Role _____ Date _____	<b>Reference to SCSB / PSWG decision</b>
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**Approved wording if different from box 9 or reason for rejection**

Continuation sheet(s) attached  
 Yes  No



# DOCUMENT CHANGE REQUEST

CONTINUATION SHEET FOR BOX [ ]

Change Request No.

Page[ ] of [ ]

## INSTRUCTIONS FOR THE PREPARATION OF DOCUMENT CHANGE REQUESTS

### GENERAL

A DCR form shall be completed whenever any change is to be requested in an issued ESCC Document or Specification.

All entries shall be suitable for legible reproduction by normal means.

### DETAILED INSTRUCTIONS

- |                  |  |
|------------------|--|
| Unnumbered Boxes | Leave blank.   |
| Box 1            | Enter name of Originator submitting the DCR and affiliation.   |
| Box 2            | Originator's signature and the date.   |
| Box 3            | Enter total number of pages submitted with the DCR. "Marked up" pages must also be numbered.   |
| Boxes 4, 5 and 6 | Enter exact document number, issue number and as much of the Title as space permits.   |
| Box 7            | List the individual paragraph(s) and page(s) affected by the proposed changes. If a continuation sheet(s) is to be used, reference to the continuation page number(s) may be substituted.  |
| Box 8            | Indicate whether other ESCC Documents or Specifications are <b>directly</b> affected by entering the specification number(s) concerned and their current status.   |
| Box 9            | Give the proposed change(s). If space is inadequate, use a continuation sheet(s) ensuring that the continuation is indicated in the block provided by "X". Indicate if marked up specification pages are attached and form part of the DCR.  |
| Box 10           | State reasons to justify submission of the DCR (disadvantages of current text, advantages to be gained from proposed text, inconsistencies with other ESCC Documents and Specifications etc.) and supply full details where technical data is concerned. If space is inadequate, use a continuation sheet(s) ensuring that the continuation is indicated in the block provided by "X". |
| Box 11           | Indicate reason(s) for DCR submission with "X".  |

### SUBMISSION

Submit completed DCRs to:

The ESCC Executive Secretariat  
ESA/ESTEC (TOS-QCS)  
P.O. Box 299  
2200 AG Noordwijk  
The Netherlands

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