

INSTRUCTIONS FOR THE PREPARATION OF CONTRACTOR CHANGE REQUEST FORM

Request for change. The contractor shall request a contractor change request form when, prior to manufacture, it is necessary to depart temporarily from the applicable approved configuration documentation for a specific quantity of deliverable units or when, during or after manufacture, the contractor desires authorization to deliver nonconforming items to the Government which do not comply with the applicable technical requirements. For the unit(s) affected, the different configuration will normally be permanent.

Block 1. Date. Enter the submittal date.

Block 2. Request Number. Enter appropriate request number and revision letter. The request numbers are contractor assigned and sequential starting with number 001.

Block 3. Contract number/Delivery Order Number. Enter the complete contract number and delivery order number, if applicable.

Block 4. DODAAC. The DODAAC for the Navy Crane Center Contracting Authority is N62470.

Block 5a. Originator name. Enter the name of the contractor.

Block 5b. Originator address. Enter contractor's address.

Block 6. Contract Line Item Number. Enter the contract item number affected by the request.

Block 7. Crane in Production. Enter an "X" in the appropriate box. A change is considered a "Waiver" if the item has been manufactured, assembled, or fabricated prior to request submission. All other changes are considered "Deviations."

Block 8. Specifications Effected. Enter Section and Paragraph number of specifications effected.

Block 9. Drawings Effected. Enter drawing number, sheet number, and revision number of drawings effected. Attached a separate sheet if additional space is required.

Block 10. Priority. Request has effect on items noted.

EMERG - (1) Safety
 (2) Critical System Requirement

URGENT - (1) Health
 (2) Performance
 (3) Interchangeability
 (4) Reliability, Survivability, Maintainability or Durability
 (5) Effective use or operation
 (6) Size & Weight
 (7) Appearance (Only if appearance is a Requirement factor)
 (8) System Requirement

ROUTINE - All others

Block 11. Item Effected. An appropriate descriptive name of the part(s) shall be given here without resorting to such terms as "Numerous bits and pieces".

Block 12. Title of Request. Enter a brief descriptive title of the request.

Block 13. Effect on Delivery Schedule. Enter an "X" in the appropriate box. If yes, state the impact in days on the contract delivery schedule that will result in Impact box.

Block 14a. Procuring Contract Officer Name. Enter the name of the government's contracting officer.

Block 14b. Procuring Contract Officer Phone. Enter the phone number of the government's contracting officer.

Block 15. Safety Concern. Safety has effect on items noted.

CRITICAL - Safety

MAJOR - Health

MINOR - All others

N/A- None

Block 16. Effect on Price. The Price Worksheet shall be attached to all Contractor Change Request Forms if the requested change will result in a price increase or price decrease. The worksheet shall compare the price of equipment as specified in the contract with the price of the proposed change. The request shall include the specific consideration that will be provided to the Government if this "non-conforming" unit(s) (See FAR Part 46.407) is accepted by the Government. Please enter appropriate amount in box.

Block 17. Other Cranes Effected. Enter an "X" in the appropriate box. If yes, provide list of effected cranes in 17b.

Block 18. Description of Request. Describe the nature of the proposed departure from the technical requirements of the configuration documentation. Marked drawings should be included when necessary to provide a better understanding of the request

Block 19. Need for Request. Explain why it is impossible or unreasonable to comply with the configuration documentation within the specified delivery schedule. Also explain why a request is proposed in lieu of a permanent design change.

Block 20a. Contractor Name. Enter the name of the contractor personnel responsible for request.

Block 20b. Contractor Title. Enter contractor personnel's title.

Block 20c. Contractor Signature. Contactor shall sign in this block.

Block 21. This block will be completed by Navy Crane Center.