

Contractor Change Request Form

Contractor Change Request Form				1. DATE	
RETURN TO THE GOVERNMENT-ISSUING CONTRACT OFFICER FOR THE CONTRACT / PROCURING ACTIVITY LISTED IN BLOCK 14 OF THIS FORM.					
2. REQUEST NUMBER		REV	3. CONTRACT NUMBER / DELIVERY ORDER NUMBER		
5. ORIGINATOR		b. Address (Street, City, State, Zip Code)			6. CONTRACT LINE ITEM #
a. Name (First, Middle Initial, Last)					N62470
8. SPECIFICATIONS EFFECTED		9. DRAWINGS EFFECTED		10. PRIORITY	
SPECIFICATION SECTION/PARAGRAPH	DRAWING NUMBER	SHEET	REV		
a.	a.			<input type="checkbox"/> Emergency <input type="checkbox"/> Urgent <input type="checkbox"/> Routine	
b.	b.				
c.	c.				
12. TITLE OF REQUEST				13. EFFECT ON DELIVERY SCHEDULE	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. PROCURING CONTRACTING OFFICER			15. SAFETY CONCERN		
a. Name (First, Middle Initial, Last)		b. Phone	<input type="checkbox"/> Critical <input type="checkbox"/> Major <input type="checkbox"/> Minor		
17. DOES CHANGE EFFECT MULTIPLE CRANES?			16. EFFECT ON CONTRACT PRICE		
a. <input type="checkbox"/> Yes (Change Proposal) <input type="checkbox"/> No (Deviation/Waiver)		b. Effected Cranes	IF COST CHANGE ATTACH COST WORKSHEET <input type="checkbox"/> Increase <input type="checkbox"/> No Change <input type="checkbox"/> Price Reduction <input type="checkbox"/> Amount -\$		
18. DESCRIPTION OF REQUEST					
19. NEED FOR REQUEST					
20. CONTRACTOR					
<input type="checkbox"/>		a. Name (First, MI, Last)		b. Signature / Contractor	
<input type="checkbox"/>					
21. NAVY CRANE CENTER APPROVAL/DISAPPROVAL					
a. Design Recommendation		Name (First, MI, Last)		Signature / Design	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
b. Comments					
c. Project Management Recommendation		Name (First, MI, Last)		Signature / Project Management	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
d. Contracts		Name (First, MI, Last)		Signature / Contract Specialist	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					