**Data Item Description**

**Change Request**

**PM270**

Prepared by: Vancouver Shipyards Co. Ltd.

2 Pemberton Ave.

North Vancouver, BC, Canada, V7P 2R2

Tel: (604) 988-3111

Fax: (604) 984-1636

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| **Change Request** | **PM270** |

**Purpose**

A Change Request is intended to make the Subcontracting Authority aware of any proposed amendments to the Subcontract.

**References**

This DID must be read in conjunction with Schedule A (General Conditions) and the corresponding SOW reference.

**Preparation Instructions**

This Data Item shall comply with the general format, content and preparation instructions set out in Part 1 (Introduction) of Schedule D1 (SOW) and Part 1 of Schedule D2 (SDRL).

**Format and Content**

1. The Change Request shall be prepared in the format attached as Attachment A (completion instructions are on the following page).
2. The following documents shall be attached to the Change Request:
3. a complete copy of the proposed amended document (all proposed changes are to be highlighted in the ‘Amendment Record’ and/or side bars (see Part 1 (Introduction) of the SOW);
4. a complete copy of the original document currently included in the Subcontract which is proposed to be amended; and
5. a Price breakdown/back up showing that the proposed Price for the Change Request is being offered on a Fair and Reasonable Basis and/or in accordance with the Subcontract.

**Attachment A**

**CHANGE REQUEST**

|  |  |
| --- | --- |
| Project: [\*]Name of Supplier: [\*]Description of Equipment or System: [\*]Agreement #: [\*]Covering Purchase Order #: [\*] | Supplier’s Change Request #: [\*]Purchaser’s Request #: [\*]Purchaser’s SWBS #: [\*]Date: DDMMMYY |
| Change Classification e.g. Class I, Class II or Class III: | [\*] |
| Change Priority e.g. Emergency, Urgent or Routine please state: | [\*] |
| Change Order Request Requested by: | [\*] |
| Description of Change Order Request: |  |
| [\*] |
| Variation of Milestone Description and Payment Plan: |  |
| [\*] |
| Variation to Delivery Dates of the Deliverables: |  |
| [\*] |
| Variation to the Conditions of Subcontract: |  |
| [\*] |
| Effect on other Schedules of the Subcontract: |  |
| [\*] |
|  |
| For and on behalf of:**Vancouver Shipyards Co. Ltd.**\_\_\_\_ |  | For and on behalf of:**[\* insert legal name of Supplier]** |
| Signature: |  |  | Signature: |  |
| I warrant that I have authority to bind the company. |  | I warrant that I have authority to bind the company. |
| Print name: | [\*] |  | Print name: | [\*] |
| Title: | [\*] |  | Title: | [\*] |
| Date: | [\*] |  | Date: | [\*] |

**Instructions for filling in Attachment A**

1. **Project:**: [\* insert name of Project]
2. **Name of Supplier:** [\*Insert name of Supplier]
3. **Description of Equipment or System:** [\*]
4. **Agreement #:** [\*]
5. **Covering Purchase Order #:** [\*]
6. **Change Classification**: [\*]

All Change Order requests shall be classified by the Supplier:

1. Class I
	* 1. New work-scope and budget;
		2. Milestones;
		3. Price;
		4. Interface Requirements (Hardware budgets/Data Interfaces/Equipment Level Interface);
		5. Baselined solution (e.g. Subsystem Description Document - SSDD);
		6. Changes that affect one or more of the following after the baseline for the Equipment has been established:
* Safety;
* Interchangeability;
* Support;
* Maintenance;
* Testability;
* Reliability;
* Maintainability;
* Performance; and
* Producibility.
1. Class II

Not Class 1 or Class 3

1. Class III

Changes to the Subcontract, or other “baselined configuration item documentation”, that are not cross-functional and are only textual changes not affecting the intent. e.g. grammar, spelling, formatting, etc….

**7 Change Priority:**

All Change Requests shall be assigned a ‘priority’ depending on their impact to the Project:

***Emergency*** means a change that is required for the immediate safety of personnel, or to avoid damage that could result in Equipment or System failure. Immediate discussion shall be convened between the Purchaser and the Supplier to resolve. The target schedule for the consideration and approval of an Emergency Change Order request, from receipt to issue of a Change Order, is twenty four (24) hours.

***Urgent*** means a change proposed for operational effectiveness of delivered Equipment where a condition exists which is potentially hazardous and will affect safety and/or where processing the Change Order Request in a routine manner would adversely affect cost and schedule. Purchaser ‘Change Control Board’ called out of sequence if necessary. The target schedule for consideration and approval of an Urgent Change Order request, from receipt to the issue of a Change Order request, is ten (10) Working Days.

***Routine*** means a change when the criteria for Emergency and Urgent are not met. Addressed at regular Purchaser’s Change Control Board. The target schedule for routine changes, from receipt to issue of a Change Order request is thirty (30) Workings Days.

**8 Change Order Requested By:** name of the person who has requested the Change Order

**9 Description of Change Order Request:** Change Order request description

**10 Price/Variation of Milestone Description and Payment Plan:** Describe the effect on the Price and/or variation of the Milestone Description and Payment Plan.

**11 Delivery Dates:**Describe the effect on the Delivery Dates to any of the Deliverables.

**12 Terms and Conditions of Subcontract:**Describe the effect on the Terms and Conditions of the Subcontract.

**13 Effect on other Schedules of the Subcontract:** Describe the effect on the other Schedules of the Subcontract (if any).