



# Control System Software Change Request Form (SCR)

SCR No: \_\_\_\_\_ - \_\_\_\_\_

## Section I : Customer Information

Customer Name			
Project Name		Purchase Order No.	
Customer Contact		Telephone	
		Email	
Address		Control System Type	
City		Vendor Platform	
State		Platform Version	
Date Required		Program File Name	

## Section II : Therma Information

Project No.			
Project Manager		Telephone	
		Email	
Project Engineer		Telephone	
		Email	

## Section III : Summary of Requested Changes :


## Section IV: List Affected Documents to be Revised by Therma:

Document Name	Revision	Document Type	Prerequisite Approval Required

## Section V:

Customer Approval to Proceed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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## Section VI : Change Request Close Out

Control System Program or Document File Name	Rev	Program/Document	Customer Turnover Date

## Section VII: Final Customer Reviews and Approvals

Review & Approval	Dept.	Name	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

## Section VIII: Final Therma Reviews and Approvals – Final versions transferred to Therma secured archives.

Review & Approval	Dept.	Name	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Instructions for completing this form:

Section I: Provide customer and project related information. Control system types options include PLC, DCS, or HMI.. Include name of vendor platform (i.e. Rockwell, Siemens, etc.). Platform version defined by current processor type, firmware release or operating system (i.e 1756-L61, V19.0). Identify customer's current control system program file name.

Section II: Provide Therma internal contact and project related information.

Section III: Brief description of programming and any documentation changes.

Section IV: List all documents that are associated with this change request and whether their approval is a prerequisite for proceeding.

Section V: Customer authorization and acknowledgment to proceed.

Section VI: List all program files and documents that were revised and turned over in accordance with this change request.

Section VII: Final customer reviews and approvals

Section VIII: Final Therma reviews and approvals. Final versions to transferred to Therma secured archives for electronic storage.