

<b>DOCUMENT CHANGE REQUEST (DCR)</b>		Date 03/19/2010	DCR No.
Document Title AMS Launch Site Support Plan		Document Number KPL-LSSP-21507	
Type of Change <input type="checkbox"/> Cancellation <input type="checkbox"/> Technical <input type="checkbox"/> Administrative		Revision Rev 'A'	
List Forms, other Procedures, or Quality Records that may also need to be changed. (Use description box if extra space is needed)			
Initiator's Name (Print) John Balzer		Subject Matter Expert (Print) John Balzer	
Reason for Change <input checked="" type="checkbox"/> Continuous Improvement: <input type="checkbox"/> Audit Finding <input type="checkbox"/> Corrective Action <input type="checkbox"/> New Requirement <input type="checkbox"/> Other Rev 'A' release of AMS Launch Site Support Plan for mission STS-134			
Description for Change <u>Current</u>			
Description for Change <u>Proposed</u> Update to requirements based on revision of AMS payload			
<b>APPROVAL</b>			
Function	Printed Name	Signature	Date
LSSE	John Balzer		
Flow Manager	Dave Cormack		
P/L Manager	Joe Delai		
POC	Jack Kiefenhiem		
P/L Rep.	Trent Martin		

## Document Change Request (DCR) Form Instructions

Date: *Enter date document initiated*

DCR No.: *Leave blank (to be filled out by command Media)*

Document Title: *Enter full document title*

Document Number: *Enter full document number*

Type of Change: *Select cancellation, technical, or administrative (reference G-01) for description of administrative changes)*

Revision: *Enter current revision number and the next revision number (i.e., A to B)*

List Forms, other procedures, or quality records that may also need to be changed: *List all documents are affected and may require a change as a result of the proposed DCR change - separate DCR forms must be filled out for each document to affect the change*

Initiator's Name: *Enter initiator's name*

Subject Matter Expert (SME): *Enter SME's name*

Reason for Change: *Select a reason for from the available list:*

1. *Continuous Improvement*
2. *Audit Finding*
3. *Corrective action*
4. *New Requirement*
5. *Other*

*In the space provided enter a reference event, audit or action number, mishap, or contract/document changes if possible. Include enough information to adequately classify the change type into one of the categories and clearly document the reason/rationale for the change.*

Description for Change (Current): *Enter the current state (is condition) of the section and paragraph that required change*

Description for Change (Proposed): *Enter the proposed change to the section and paragraph described in the previous field.*

Approval Section: *Leave blank (to be filled out by Command Media)*