



FORM - 20

ENGINEERING CHANGE NOTE (ECN)

In accordance with IMTAR-21, Subpart B, 21.B.13, 21.B2.14, Subpart C, 21.C1.12, 21.C1.13, 21.C4.12, 21.C4.13

1. Reference

1.1 Applicant's Reference

Date:

2. System / LRU Description

2.1 Program / Project

2.2 System / Sub System

2.3 LRU Description

2.4 Part No. / Model No. with Rev/
mod status

2.5 Software version No.
(if applicable)

2.6 Agency responsible to supply

3. Documentation Details

List of Documents (Approved Earlier)

Sl. No.	Document Title	Ref Doc	Document Control number	Rev. No.	Date of release
3.1					
3.2					
3.3					
3.4					

4. Change Details

4.1 Reason for Change / Origin: Qualification Test / Ground Test on A/c / Flight Test

4.2 Description of Design Change Proposed

4.3 Authority of Change

4.4 Applicability of Change State YES / NO If any answer is YES particulars are to be attached

a.	Interchangeability of Post-Mod & Pre-Mod Spares affected	Yes / No
b.	Accessibility affected	Yes / No
c.	Maintainability affected	Yes / No



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d. Documentation affected?	Yes / No
e. Drawing Changes	Yes / No
f. Total No. of unit on which the change will be embodied	
g. New Parts required	Yes / No
h. Weight change	Yes / No, then weight after change _____
i. Dimensions Change	Yes / No
j. Change in Power requirement	Yes / No, Power required after change _____
k. Any other aspect	Yes / No

5. Comments / Remarks / Enclosures :	
Proposed by	(Signature, Name and Contact Number)
Reviewed and recommended by PD/PgD/HoD	Project Director /Program Director/Head of Design (Name and Signature or Seal)
Verified by	Quality Dept. Head / Airworthiness Group (Name and Signature)
Approved by	CEMILAC / RCMA (Name and Signature with Seal)



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Instructions for filling ECN	
Item#	Description
1.	ECN Reference number to be issued by Designer Group in the format Orgn / Div. No. / ECN / XYZ / XXX dated DD/MM/YYYY. XYZ is LRU abbreviation is same as in SOP. XXX is three-digit control number. Date of proposal of ECN is to be as per format DD / MM / YYYY. If the second change has been proposed in ABCD in PQRS Aircraft on DD/MM/YYYY, then Reference number is "Orgn/Div.23/ECN/ABCD/002 dt DD/MM/YYYY.
2.	Write description of the Project or program.
3.	Write description of the system or subsystem.
4.	Write the nomenclature of LRU. The LRU nomenclature should be as per Program / Project SOP.
5.	Write Part Number or Model Number as per SOP and is to be same as engraved on the LRU.
6.	Software details of Airborne Stores if applicable.
7.	The manufacturing Agency or Agency responsible for modification of item.
8.	Document Control number with revision No. & date of approval of the document is to be specified. The Original Document shall be brought for ECN verification by Quality Dept.
9.	Write down the proposed changes to the existing System / LRU / SRU.
10.	Briefly explain the reason for changes to the design.
11.	Reference of the authority for carrying out the Engineering Change is to be brought out (DIC, NCRC or additional requirements from User through Project Monitoring Board.
12.	Where all the changes shall be applicable needs to be brought out clearly. Select suitable option.
13.	Remarks if any and the references of the enclosures if any (Process Sheet / Task Card / Work Order / Drawing / Authority of Change Note / Others) to be recorded.
14.	Design Rep proposing the change shall sign and confirm the details filled from Sl. no. 1 to 12. Name and contact number of Designer Rep proposing the change to be given.
15.	Project Director / Program Director to review the Changes in design and only forward the recommended ECN to QCG office along with original document. If the ECN sent for reverification, then previous version ECN (verified) also to be forwarded along with modified ECN.
16.	The Head QC shall verify and sign the ECN.
	NOTE: Electronic signature may be used. In this case, the following text can be added: "signature on file" or "electronic signature available", or similar statement.
Additional Instructions <ol style="list-style-type: none"> a. The ECN shall be raised by Design Rep for change in design and is to be signed with Date & Time. All entries must be filled properly by Designer and must be legible, else it shall not be accepted. b. Minor changes in the document will be modified through Amendment. c. The Engineering Change Control Number shall be issued by Head QC or Rep of QC as per format. Orgn/ECN/ ABCD/XYZ/XXX dt DD/MM/YYYY. ABCD stands for Program or Project, XYZ stands for Airborne Stores description, XXX is 3-digit number. d. Any modification/correction needs to be signed by respective PD / PgD / HoD. e. All signatories should legibly write their name, designation and date of signature. 	