

ENGINEERING CHANGE-CONTROL FORM

AFME-BRC-ENG-F06

Assessment of permanent engineering changes that could affect food safety, legality, quality, hygiene or process control.

Site / Company	[Enter site/company]	Date	[dd/mm/yyyy]
Department	Engineering	Completed by	[Name / role]
Area / Asset	[Enter]	Reference / WO	[Enter]

1. Proposed change

Change title	
Asset / process / area	
Requested by	
Reason / business need	
Current state	
Proposed state	
Implementation date	

2. Impact screening

Potential impact	Yes	No	Assessment / required action
HACCP / CCP / OPRP or process safety control	☐	☐	
Food-contact materials / hygienic design	☐	☐	
Cleaning / disinfection / access	☐	☐	
Allergen control	☐	☐	
Foreign-body risk	☐	☐	
Utilities / water / steam / air / gas / refrigeration	☐	☐	
Temperature / time / pressure / flow / dosing	☐	☐	
Software / PLC / alarms / interlocks	☐	☐	
Building fabric / drainage / pest barriers	☐	☐	
Product specification / legality / labelling	☐	☐	
Maintenance / spares / calibration	☐	☐	
Training / SOP / work instruction	☐	☐	
Zoning / high-care / high-risk controls	☐	☐	
Traceability / product hold / release	☐	☐	

3. Risk controls and validation

Requirement	Detail / reference
Food-safety risk assessment	
Hygienic design review	
Trials / validation	
Calibration / challenge testing	
Cleaning validation / verification	
Drawings / software / manuals updated	
PPM / asset register / spares updated	
Training	
Post-change monitoring	

4. Approval and closeout

Stage	Name / role	Decision / date
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Stage	Name / role	Decision / date
Engineering approval		
Technical / Food Safety approval		
Operations / Hygiene if applicable		
Implementation completed		
Post-implementation review satisfactory		