

PMS CHANGE CHECK-OFF SHEET

From: _____ Department (_____) (WORK CENTER)

To: 3-M System Coordinator

Subj: ____ CHANGE OR INSTALLATION OF PMS IAW REFERENCE (A)
(Complete paragraphs 1 and 2)
____ ACKNOWLEDGMENT OF THE REPLY OF REFERENCE (A)
(Paragraphs 1 and 2 not required)

Ref: (a) Your memo of (DATE)

COMPLETED N/A

1. Department Level

- a. Enter new LOEP in place of old one _____
- b. Correct appropriate Maintenance Index Pages (MIP) _____
- c. Change master MRC deck _____
- d. Enter changes on cycle schedule _____
- e. Enter changes on quarterly schedule _____

Date of changes

Completed or acknowledged by:

2. Work Center

- a. Enter new LOEP in place of old one in W/C manual _____
- b. Correct appropriate Maintenance Index Page (MIP) _____
- c. Change MRC deck _____
- d. Enter changes on weekly schedule _____

Signature of Department 3-M Systems Date of changes: _____

Assistant _____ Completed or acknowledged by:

RETURN TO 3-M SYSTEM COORDINATOR NLT

Figure 1-22: PMS Change Documentation Routing Memorandum (Sample #2)