

文件审批申请单

DCR No.

Document Approval Request

( ) 新文件(C 不需填写)

( ) 更改现有文件

( ) 文件作废 (C 不需填写)

New (section C is N/A)

Modify Existing

Obsolete (section C is N/A)

A. 文件信息 Document information:

文件名称 Document Title: 文件编号 Document Reference:

原版本号(新文件不需填写)Original Version (Version is N/A for new document):

申请人/部门 Initiator/Department: 日期 Date:

(说明: 若多份文件同时更改, 同类文件可使用一份审批单, 但必须附上文件列表, 并写清楚文件信息)

B. 生成/更改/作废理由 Justification for Creation/Change/Obsolete:

C. 更改方式及具体描述 Recommended Changes: ☐修订 (Revision Updated) ☐换版(Version Updated)  
(必须明确更改的页码及文件条款编号, 必要时附上附件说明更改的具体内容并以亮色显示。The page and the item should be mentioned, and attach shall be used if necessary )

D. 评审记录 Review Record

评审部门 Review Department	评审意见 Comments

注 1、如文件更改或作废涉及到交替共存期的物料, 请采购部备注物料在途数量、分几批到货和最后一批的到货时间; QC 根据采购部提供的信息确定旧物料检验文件使用的“截止日期”。若有不同意见, 必要时可附页说明。If the revised or obsolete document is related to the materials during alternating and coexisting period, the Purchase department is expected to mark the materials quantity on the way, the number of split delivery and the delivery time of the last batch. QC shall determine the deadline for QC Spec. of the old material can be used in accordance with the information provided by the Purchase department. The files for further explanation can be attached if necessary.

注 2、列出本次更改引起的其他应更改文件编号 Other related documents need to be changed due to this DCR :

E. 是否需要文件培



to:

F. 更改后文件版



te: