Description of work to be performed and the reason(s) to do it (provide attachments as needed):
What actions need to be completed in order to bring the system back into normal work flow (be very specific, e.g. make a checklist for everything that needs to be undone/verified):
How and who will verify tbe above actions before the system is put back into normal work:
Other subsystems/organizations to be notified/coordinated:
Estimated Cost:
Associated Discrepancy Report(s) or NCR(s):
List attachments:
Summarize outcome of work, including verification of all actions required to put the system back into normal work:

Work Initiated/Planned By (include all names)	Date:

Work Approved By:	Date:

Work and Verification Completed By:	Date Completed:

System Approved to Return to Normal Flow By:	Date Approved:

This form and process are to be used when work performed on an assembly/sub-assembly is not controlled using travelers or released designs, or when non-standard tooling needs to be used. Work that needs to be redone according to the travelers (and no work is done beyond the normal work steps, and no additional tools are needed) does not require using this form, and instead would be controlled using a Discrepancy or Nonconformance Report and the standard traveler/procedure.

This form and process are invoked after the process/procedure is developed and approved in travelers/procedures (i.e. it is not used when the processes are under initial development).

1. The Initiator completes the fields highlighted in green, and shares the completed form with the Approver (e.g. L2, CAM, or System Manager).
2. The Approver reviews the request, and adds their (digital) signature if approving it.
   a. The Approver decides if the request needs to also be reviewed/approved by any other individuals.
3. Once approved, the Initiator is informed and the off-normal work shall commence.
4. Once the work is completed, including verification that the system is ready to be put back into the normal work flow, the Initiator completes/signs (digitally) the fields highlighted in orange, and shares the form with the Approver. **THE SYSTEM SHALL NOT YET BE PLACED IN NORMAL WORK FLOW.**
5. The Approver reviews the work/verification summary, and adds their (digital) signature authorizing the system to be placed back into the normal work flow. The Initiator, and any others, are notified.
6. The completed form is archived by attaching it to the appropriate traveler.