SolidWorks Engineering Change Order (ECO)

|  |  |  |  |
| --- | --- | --- | --- |
| ECO Number: |  | Date: |  |
| Prepared By: |  | Reviewed By: |  |
| SolidWorks File Reference (PDM ID): |  | Configuration / Revision: |  |

# 1. Affected Items

|  |  |  |
| --- | --- | --- |
| File Type | File Name (SolidWorks) | Current Revision |
| Part (.SLDPRT) |  |  |
| Assembly (.SLDASM) |  |  |
| Drawing (.SLDDRW) |  |  |

# 2. Change Description

Detail the proposed modification within SolidWorks. Include changes to geometry, features, mates, BOM structure, or drawing annotations. Specify whether new configurations or revisions are created.

# 3. Reason for Change

Provide justification for the change (e.g., design flaw correction, customer request, compliance, manufacturing optimization).

# 4. Impact Analysis

|  |  |
| --- | --- |
| Impact on BOM (Bill of Materials) |  |
| Impact on Downstream Drawings / PDFs |  |
| Impact on CAM / CNC / 3D Printing |  |
| Impact on ERP / Part Numbers |  |
| Impact on Supply Chain / Vendors |  |
| Other Considerations |  |

# 5. Implementation Plan

|  |  |
| --- | --- |
| New Revision Level: |  |
| Effective Date: |  |
| PDM Actions Required (Check-in/Workflow State): |  |
| Responsible Engineer(s): |  |
| Training / Communication Needed: |  |

# 6. Traceability

|  |  |
| --- | --- |
| Related SolidWorks Files / References: |  |
| Linked ECO / ECR Numbers: |  |
| Previous Revision Levels: |  |

# 7. Approvals

|  |  |  |
| --- | --- | --- |
| Role | Name / Signature | Date |
| Design Engineering |  |  |
| Quality Assurance |  |  |
| Manufacturing / Operations |  |  |
| Supply Chain / Procurement |  |  |