



Management of Change & Contingency Planning Kit

MOC request, risk review and approval log plus business continuity and contingency plans.

What's inside

File	What it is / how to use it
01_MOC_Contingency_Planning_Workbook.xlsx	MOC log and contingency test log with flags.
02_MOC_Request_Form.docx	MOC form with risk checklist.
03_Contingency_Plan.docx	Plan template.

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About the author

Built by Matt Norman, US Navy veteran and former SpaceX Falcon 9 quality inspector and QA supervisor. (Not affiliated with or endorsed by SpaceX.) Norman Quality Tools is Veteran-Owned & Operated. Contains no SpaceX, government, or customer proprietary information; all example data is made up.

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MOC Request & Risk Review

Management of Change & Contingency Planning Kit - Document 02 - Rev A (2026-10)

MOC #		Requester	
Date		Type	

Description and reason

Risk question	Y/N	Action
Could it affect product conformity or a monogrammed product?		
Does it change a qualified process, procedure or special process?		
Does it change key personnel or responsibilities?		
Does it affect suppliers or critical purchases?		
Is customer notification or approval needed?		
Are drawings, procedures or training affected?		

Role	Name	Signature	Date
Requester			
Risk reviewer			
Approver			

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