

	Practice Feedback Form	IP 0-0-5	
		Page 1 of 2	
		Rev. 1	June 1997

SCOPE

This form enables users of the practices manual to feedback suggestions and changes to the technical network that is responsible for maintaining each practice. The Engineering Practices Coordinator will inform the originator of the disposition of his or her suggestion.

PROCESS STEPS

1. **Originator** - Complete **Parts 1** and **4** and return to:
 Rod T. Mueller - Engineering Practices Coordinator
 Exxon Research & Engineering Co.
 P.O. Box 101, Florham Park, NJ 07932-0101
2. **Coordinator** - Log feedback, initiate **Part 2**, and forward form to practice owner.
3. **Practice Owner** - Complete **Part 3** and return to Coordinator within 4 weeks.
4. **Coordinator** - Complete **Part 2** and inform originator of resulting action.

PART 1 - FOR USE BY ORIGINATOR

Practice Number	Practice Title	Paragraph Number	Practice Date
☐ Check this box if recommended change should be incorporated into practice as soon as practical .		Circle letter below if practice paragraph was designated with OIMS impact: S = Safety purpose code was marked for this item. E = Environmental purpose code was marked for this item.	
Complete Part 4 on the reverse side for summarizing the feedback and justifying the proposed practice change or additions .			
Name and Location - Print	PROFS NODE (ID)	Signature	Date

PART 2 - LOG - FOR USE BY COORDINATOR

Log #	Owner	From Originator	Date Logged	Recv'd from Owner	Informed Originator
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PART 3 - RESULTING ACTION - FOR USE BY PRACTICE OWNER

Circle letter below describing intended action: A = Adopt F = Future consideration at next update N = Not justified	Date - Next Planned Revision	New Date - If Plan is Accelerated
Comments - Attach additional sheets if needed		
Name - Print	Signature	Date

IP 0-0-5		Practice Feedback Form	
Page 2 of 2			
Rev. 1	June 1997		

PART 4 - FOR USE BY ORIGINATOR

A. Proposed change:

B. Justification or explanation:

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