

MINOR CHANGE REQUEST FORM

MCR NO. **MCR-ENG-061,R0-004**

(e.g., MCR-ENG-021,R0-001)

The Minor Change Request (MCR) Form is to be used to process Minor, or in some necessary cases, Urgent or Temporary changes to PPPL Lab-wide procedures). The MCR should be used when changes are:

- 1) **minor** and do not warrant further SME review;
- 2) **urgent** and cannot wait the 2-4 week period for further SME review; or
- 3) **temporary**, to revert to original state by a given expiration date (must be within 6 months).

For questions about definitions of “minor,” “urgent,” and “temporary” changes, please review Lab-wide Procedure GEN-001, **Development, Review, and Approval of Lab- wide Documents**.

Person Requesting Change: Valeria Riccardo Phone Ext: 2866

Department Name: Engineering

Document Number: ENG-061 Revision No.: 0

Document Title: Engineering Document and Record Numbering

Reason for change: Update list of TYPES

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Updated references; updated step 4 to confirm file links appropriately

Updated Attachment 1 to merge Calculation and Calculation form, and add Test Plan and Test Report (and reference to ENG-062)

1. Does this change significantly alter the intent or scope of the document? **YES:** **NO:** X

2. Does this change significantly impact ES&H? **YES:** **NO:** X

If 1 or 2 is **YES**, explain why the changes should not be submitted as a revision:

3. Place a check mark next to the appropriate type of change request:

- Minor change? X
- Urgent change? (revision must follow within 2 weeks)
- Temporary change?

If “temporary change” is checked, provide expiration date, allowing document to revert to original state (must be within 6 months):

Management System Owner/Designee Approval

Date

Head, PACM/Designee

Date

Release/Effective date of this MCR:

Subject: Engineering Document and Record Numbering	Effective Date: 8/1/18	Initiated by: Head, Engineering Department
	New	Approved: Director

MCR-ENG-061,R0-004

Management System (Primary): 03.00 ENGINEERING (ENG)
Management System Owner: Head, Engineering Department
Management Process: 03.03.01 Engineering Design Document and Record Numbering
Process Owner: Head, Engineering Department
Sub-Process: N/A
Sub-Process Owner: Head, Engineering Department
Subject Matter Experts: Head, Engineering Department; Chief Engineer

Applicability

This procedure is to be used to assign document and record numbers as required by other Engineering procedures. It applies to documents referring to items belonging to engineering systems of any risk categorization.

Introduction

This procedure defines the process for the creation of file numbers for Engineering documents and records. Documents are items that are subject to review, approval, and possible revision. Records are snapshots in time of important information to be archived. For brevity, the following “document(s)” will be used for both documents and records.

Projects can adopt an additional numbering system (or must adopt another numbering system for some collaborations), in which case all documents listed below will carry two (or more) file numbers. In the event that a project adopts the numbering system defined herein, document TYPEs other than those governed by ENG procedures may be created to satisfy project specific requirements, with review/approval authority defined by the project.

When a document requires approval (as defined in the ENG procedures listed in References below) or is a technical procedure based on ENG-030, it shall have a number assigned using this procedure, and possibly other file numbers.

References

QAPD, Quality Assurance Program Description
ENG-006, Preparation, Review & Approval of Technical Specifications
ENG-007, Reliability, Availability, and Maintainability (RAM) Modeling and Apportionment
ENG-008, Failure Modes and Effects Analysis
ENG-010, Control of Drawings
ENG-020, Project Execution Plan
ENG-030, Technical Procedures
ENG-033, Design Verification
ENG-050, Job Requirements Documentation and Control

ENG-059, Process Plan/Traveler for PPPL Built Components
 ENG-060, Preparation, Review & Approval of Statements of Work
 ENG-062, Planning and Performing Tests **MCR-ENG-061,R0-004**
 ENG-063, System Breakdown Structure and Categorization
 ENG-064, Interface Control

Responsibility**Action**

Author (or delegate) 1. Follows the ENG procedures listed in References and requests a file number when required, supplying necessary information for its creation.

Operation Center (or OnBase when available) 2. Provides the file number after assessing the information supplied. When the document is not a procedure developed according to ENG-030, the file number is defined as: ROOT_SBS#_TYPE_INDEX

ROOT is the 5-letter identifier of the system, e.g. NSTXU for NSTX-U.

SBS# is the system breakdown location of the items discussed in the document (if more than one, the higher level, e.g. 2.1 and 2.2 and 2.3, then SBS# =2-0). The SBS# goes to a maximum of 5 levels, e.g. "1-2-3-4-5".

TYPEs are listed in Attachment 1

INDEX is the counter of the document in the ROOT.

A worked sample is: ROOT_1-2-3-4_TYPE_INDEX.

3. Maintains a log of file numbers including name of Author, date issued, and keywords describing scope.
4. Stores the file and confirms it opens correctly. If it does not, contacts the author and asks for a compliant version. **MCR-ENG-061,R0-004**

Training

Head, Engineering
Department

A. Target Audience: All staff involved in Engineering Design
Training Method:

☒ Read only

☒ Email distribution only

Frequency:

☒ Other: Upon any changes to Procedure

Records Requirements Specific To This Procedure

No records are created by this Procedure. All documents mentioned are covered in other procedures.

MCR-ENG-061,R0-004

List of Engineering TYPEs of documents and records

Naming conventions for documents and records defined in lab-wide procedures involving engineering systems:

Governing Procedure	Document Type
ENG-006	Technical specification - SPEC
ENG-007	Reliability, Availability, Maintainability, Inspectability – RAMI
ENG-008	Failure Modes and Effects Analysis – FMEA
ENG-010	Engineering Change Notice – ECN
ENG-020	Project Execution Plan – PEP
ENG-033	Design review plan – DRP (and DRP1r, DRP2r for achieved reviews) MCR-ENG-061,R0-004
ENG-033	Design review waiver – WVR
ENG-033	Calculations – CALC (merge checking form) MCR-ENG-061,R0-004
ENG-033	Chit resolution report – CRR
ENG-033	Prototype Results – PROTO
ENG-033	Working Comparison Results – WCOMP
ENG-033	Peer review summary – peerDRs
ENG-033	CDR summary – CDRs
ENG-033	PDR summary – PDRs
ENG-033	FDR summary – FDRs
ENG-033	Design approval form – DAF
ENG-050	General Requirement Document – GRD
ENG-050	System Requirement Document – SRD
ENG-050	Requirement Document – RD
ENG-050	System Design Description – SDD
ENG-059	Traveler – TRV
ENG-059	Traveler Waiver - TW
ENG-060	Statement of Work - SOW
ENG-062	Test Plan - TPLAN MCR-ENG-061,R0-004
ENG-062	Test Report - TREP MCR-ENG-061,R0-004
ENG-063	Categorization form – CAT
ENG-064	Interface Control Document – ICD (with double SBS – lower/higher)
ENG-064	Interface List – IL

Projects may opt to adopt the naming convention defined herein, with additional document types for their engineering systems. These include but are not necessarily limited to: Quality Assurance Plan (QAP), Document Control Plan (DCP), Safety Assessment Document (SAD), Project Design Description (PDD), National Environmental Policy Act (NEPA).

MCR-ENG-061,R0-004