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C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

13.6.2.a Engineering Change Notice Form

C-A-OPM Procedures in which this Attachment is used.		
13.6.2		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved: _____ *Signature on File* _____
 Collider-Accelerator Department Chairman Date

D. Passarello

INSTRUCTIONS FOR COMPLETING THE ECN FORM

Any individual recognizing the need for a drawing or specification change may originate the ECN form (all forms without proper approvals and ECN number assigned are considered requests).

QA Category - The requester shall assign the proper QA category (A1-Critical, A2-Major, A3-Minor).

Drawing/Specification No. - The requester shall enter the drawing or specification number of the document to be changed.

Revised - The requester shall enter the current revision letter of the drawing or specification on the "From" line. (Check with Documentation Control Group for current revision). The Documentation Control Group shall enter the next revision level on the "To" line at a later time (when the ECN is approved).

Reason for Change - Justification for the change request must be as clear and concise as possible. Cursory statements, such as "Drafting error", "Engineering change", or "Sponsor's request", are not acceptable. The reason must be a technical fact or description, a specification requirement, etc.

Disposition of Materials (Electrical Design Group Only) - Define the status and disposition of materials impacted by the drawing or specification change. An "X" indicates the necessary actions to be taken against the affected materials, parts, assemblies, etc.

Procurement Cycle - Any item, assembly, material, that is in the procurement cycle at the time that the ECN is written.

In Progress at BNL - Any item, assembly, material, that is in the process of being manufactured, installed, inspected, or tested at BNL, at the time that the ECN is written.

Completed / Stock Items - Any item, assembly, material, that has completed the procurement, manufacturing, inspection, test cycle, and is being stocked or held for subsequent assembly, installation, or spare parts draw.

Installed Items - Any item, assembly, material, that has already been installed or assembled into the final end item.

The columns to the right of the Disposition column indicate the type of disposition required against each of the items in manufacture or storage; they are:

Use-As-Is - Indicates that the material, part, assembly, may be used as-is, without incorporation of the change.

Note: The Use-As-Is column shall be restricted to a change that will not affect the form, fit, or function of the item, and the pre-changed and post-changed configurations, will be interchangeable electrically, mechanically, and functionally.

Rework - Indicates that parts manufactured, purchased, completed, in storage, or integrated into subassemblies or assemblies, are not usable and must be reworked to conform to the change. (See Note in step As-Is)

Scrap - Indicates that the parts manufactured, purchased, completed, in storage, or integrated into subassemblies or assemblies, are not usable and are to be scrapped.

Blank Column/Rows - These areas are to be used for descriptions other than those provided on the form.

Effectivity point - Designate the point (serial number, lot number, purchase order number, ILR number, or date) that the change will be incorporated into the hardware. This shall be determined by evaluating the criticality. Importance and urgency of the change against such factors as its effect schedule, cost.

Drawings affected - All drawings, specifications, part lists, etc. affected by the ECN. Careful consideration should be given to the impact of the change on documents such as schematic diagrams, wiring diagrams, interface control drawings, lower and higher assembly drawings, part and component drawings, specifications, test procedures, tooling drawings, and travelers. If more than eight (8) drawings are affected, a blank sheet may be used to list the additional drawings. Enter the current revision for each affected drawing or specification in the "From" column.

Review/Approval - Each of the cognizant authorities shall review the ECN for completeness, technical content, technical accuracy, impact, and validity. If the reviewer concurs with the ECN as written, he/she will sign and date the form on the proper line. Based on the QA Category classification, the CE shall forward the ECN and affected drawings (when appropriate) to the following individuals for review and approval.

- A3 (Minor) Cognizant Physicist (required for Primary Area Enclosure changes) and Group Leader, or designee.
- A2 (Major) Chief Mechanical, and/or Electrical Engineer, or designee, and Division/Deputy Division Head, or designee, (Requires A3 signatures).
- A1 (Critical) Quality Assurance, Radiation Safety Committee Chairman, or designee, and Department Chairman/Deputy Department Chairman, or designee (Requires A3 and A2 signatures).

Engineering Change Notice

Additional Signature Sheet

ECN
Sheet of

Title: _____

Signature: _____

Date: _____

Title: _____

Signature: _____

Date: _____