





## INSTRUCTIONS FOR COMPLETING THE ECN FORM

Rev 4 09May19

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 select 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 "Form" 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.

**Impact on OPM Procedures - (A1 systems/items only)**, the Access Controls Group (ACG) and Operations (OPS) Group shall indicate if the requested change will impact any documents in the Operations Procedure Manual. If there is an impact, complete the "Action Taken" section.

**Disposition of Materials** (Electrical Design Group Only) - Define the disposition, at different phases, of material impacted by the drawing or specification change.

**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 completely interchangeable electronically, mechanically, and functionally

**Rework** - Indicates that parts are in process of being 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 in process of being manufactured, purchased, completed and in storage, or integrated into subassemblies/assemblies are not usable and are to be scrapped.

**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, specification, 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** - The responsible individuals 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, check the "Acc" box and date the form. If the reviewer does not concur with the ECN as written, he/she shall sign, check the "Rej" box, date and complete the "Reason for Rejection" section.

Based on the QA Category classification, the CE shall forward the ECN and affected drawings (when appropriate) to the following individuals for review.

A3 (Minor) Cognizant Engineer, Group Leader or designee (Only A3 signatures are necessary)

A2 (Major) Chief Mechanical and/or Electrical Engineer, Division/Deputy Division Head or designee (Requires A3 signatures also)

A1 (Critical) Quality Assurance, Radiation Safety Committee Chairman or designee, Department Chairman/Deputy Department Chairman or designee (Requires A3 and A2 signatures also)

For A1 software, the responsible Engineer/ACG Group Leader and QA Representative signs/dates ECN upon placing the code in their respective secure locations.

The ECN shall not be considered complete until the "ECN Incorporated By" section is completed and (if applicable) the "OPM Procedure(s) Revised By" is complete.