

# TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-044,R2-002**

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

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: Andy Morrison Phone Ext: 2841

Department Name: Best Practices and QA/QC

Document Number: P-044 Revision No.: 2

Document Title: External Audits and Appraisals and PPPL Submissions to the ORPS and NTS

## Reason for change:

Add Management Systems, Training and Records retention sections.  
Update titles.

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

Added Management Systems, Training and Records retention sections.  
Changed Best Practices and External Affairs to Quality Assurance/Quality Control.

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

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

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

Terry Brog 1/31/17  
**Department/Division Head Approval** **Date**

Jim Graham 1/31/17  
**Head, Quality Assurance/Quality Control** **Date**

Release/Effective date of this TCR: 1/31/17

Incorporate this TCR into next revision of this document? YES: **X** NO:

<b>Subject:</b>  <b>External Audits and Appraisals and PPPL Submissions to the ORPS and NTS</b>	<b>Effective Date:</b>  January 31, 2008	<b>Initiated by:</b>  Head, Quality Assurance/Quality Control
	<b>Supersedes:</b> Revision 1 Dated 8/4/98 TCR-P044. R1-002	<b>Approved:</b>  Director

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- Management System (Primary):** 12.00 Assurance and Improvement
- Management System Owner:** Head, Quality Assurance/Quality Control
- Management Process:** 12.11 Corrective Action Management
- Process Owner:** Head, Quality Assurance/Quality Control
- Subject Matter Experts (SMEs):** Head, Quality Assurance/Quality Control, QA Technical Specialist

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This policy is applicable to tracking corrective action plans for related findings and concerns identified during audits or appraisals performed upon the Princeton Plasma Physics Laboratory (PPPL) by external organizations. These organizations include, but are not limited to, DOE, Federal, State, and County organizations, and Princeton University. This policy is also applicable to tracking the status of corrective actions resulting from PPPL incidents or occurrences reportable to DOE by PPPL through either the Occurrence Reporting and Processing System (ORPS) or the Noncompliance Tracking System (NTS).

The Quality Assurance Division (QA) is assigned the responsibility for tracking all such findings and associated corrective actions. The following requirements are established to ensure that the corrective actions are tracked through completion and verification.

- Copies of all external audits, appraisals and final ORPS and NTS reports shall be forwarded to QA for tracking and verification purposes. This will assure that actions taken to address all issues identified by external audits and appraisals, as well as those reported through the ORPS and NTS, are complete and verified prior to closure.
- PPPL responses to external reviews that contain corrective action plans shall be submitted to the external organization via a cover memo initiated and signed by the appropriate Department Head and with the written concurrence of the Laboratory's Director and Deputy Director. QA shall be copied on these responses.
- Approval for closure of any issues will remain the responsibility of the external organization that originally identified the problem unless the practices of that organization do not provide for formal closure. In those instances, closure will be approved by the Head, Quality Assurance/Quality Control.
- Closure of all ORPS and NTS reportable items tracked by QA will require the approval of the Head, Quality Assurance/Quality Control.

**Training (Section Required for All Procedures)**

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Head, Quality  
Assurance/Quality  
Control**A. Target Audience:** Department Heads, Division Heads

Instructor: Head, Quality Assurance/Quality Control

Training Method:

 Read only Email distribution only

Frequency:

 Once only Other: Upon changes to the Policy**Records Requirements Specific To This Procedure**

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No records are defined in this policy.