

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-051,R2-001**

(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: Jim Graham Phone Ext: 2701

Department Name: Best Practices and Quality Assurance

Document Number: P-051 Revision No.: 2

Document Title: Review and Approval of Policies, Procedures, Plans, and Manuals

Reason for change:

As a result of 3-year review/update:

Change ESH&S to ES&H.

Add new sections for Management System information, Training and Records.

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

Changed ESH&S to ES&H.

Added new sections for Management System information, Training and Records. Update ES&H organization name.

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:

James B. Graham

Department/Division Head Approval

8/1/16

Date

John De Looper

Head, Best Practices and Outreach/designee

8/1/16

Date

Release/Effective date of this TCR: 8/1/16

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

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	POLICY	No.P-051 Rev 2 page 1 of 2
	Subject: Review and Approval of Policies, Procedures, Plans, and Manuals		Effective Date: Sept. 26, 2013
		Supersedes: Revision 1, dated July 25, 2001	Initiated by: Deputy Director of Operations
			Approved: Director

TCR P-051,R2-001

Management System (Primary): 12.00 Assurance and Improvement
Management System Owner: Associate Director for Best Practices and External Affairs
Management Process: 12.05 Document Management and Control
Process Owner: Associate Director for Best Practices and External Affairs
Subject Matter Experts (SMEs): Associate Director for Best Practices and External Affairs;
Head, Best Practices and Quality Assurance TCR P-051,R2-001

It is PPPL's policy that policies, procedures, plans, and manuals must be reviewed and approved to assure that they are applicable, clear, correct, and current. Additional documents may be designated as requiring review and approval. Typically, these documents are reviewed at least every three years, but more frequent reviews may be warranted based on regulatory requirements or the frequency at which conditions or expectations change.

PPPL requires an approval signature on each of these documents by the appropriate level of management (i.e., engineers for engineering changes, department heads for department procedures, committee chairpersons for committee approvals, Laboratory Director for Laboratory approvals).

Prior to signing a document, the approver should request the help of expert reviewers. Such expertise resides in Engineering and Infrastructure, ES&H, Human Resources, Training, Projects, Business Operations, etc. The approver of a document is responsible for identifying additional reviewers, if any, to review and comment on the document unless a minimum list of reviewers is specified. It is PPPL Policy that lab-wide documents that are approved by the Laboratory Director (e.g., Lab-wide procedures) are distributed to all of the PPPL Management Council for information and an opportunity to review and comment. In some cases, a higher level document may indicate who the reviewers must be in order to satisfy defined criteria. The approver must assure that all required reviewers have reviewed the document. TCR P-051,R2-001

Approval signature is certification from the responsible individual that, to the best of the individual's knowledge and belief, the information contained in the document is complete, accurate, complies with known requirements, and effectively communicates the necessary information. Approving individuals may delegate aspects of the document's review to subordinates/helpers whom the approver believes are competent to perform the review. Electronic signatures are an acceptable method to record and assure that the review and approval has been accomplished.

Training (Section Required for All Procedures) TCR P-051,R2-001

Head, Best Practices
and Quality
Assurance

A. Target Audience: Department Heads

Instructor: None

Training Method:

Read only

Email distribution only

Frequency:

Once only

Other: When changes are issued

Records Requirements Specific To This Procedure TCR P-051,R2-001

No records are defined in this Policy