

TEMPORARY CHANGE REQUEST

TCR NO. P-052, R0-004

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

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: Judy Malsbury

Department Name: Quality Assurance **Phone Ext:** 2415

Document Number: P-052 **Revision No.:** 0

Document Title: Special Processes

Reason for change: Three year review and update to the current names for PPPL organization

Change description: (Summarize and attach changed pages, with changes clearly indicated)
Update to the current names for PPPL organization.

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:

Judy Malsbury
Department/Division Head Approval

616133
Date

John DeLooper
Head, Best Practices and Outreach

616133
Date

Release/Effective date of this TCR: 616133

Incorporate this TCR into next revision of this document? **Yes** Z **No** ___

Subject: Special Processes	Effective Date: October 28, 1994	Initiated by: Head, Quality Assurance
	Supersedes: Procedure 22.001	Approved: Director

TCR-P-052, R0-004

Special Processes performed at PPPL require formal controls since the quality of the product is dependent upon the application of the special process and the skill of the operator. The quality of a special process often cannot be readily determined by an inspection or test of the finished product.

Special Processes may include:

- Types of welding, brazing, and heat treatment
- Non-destructive examination
- High voltage connections
- Impregnation and potting/encapsulation
- Electronic manufacturing and electronic/electrical terminations

Procedures for Special Processes shall be developed, written, and verified by the organization responsible for the process. These procedures shall identify the following:

- National codes and/or standards where applicable.
- Definitive responsibilities of each organization involved in the Special Process, for example, Engineering and Infrastructure Department and associated Divisions, Quality Assurance (QA) Division, ESH&S Department, and Human Resources.
- Qualification requirements for personnel.
- Qualification requirements for implementing the Special Process procedure.
- Associated record keeping requirements.
- Environment, Safety, and Health requirements
- Quality Assurance/Quality Control requirements.

TCR-P-052, R0-004**References:**

10 CFR 830.120, Quality Assurance Requirements
DOE Order 414.1C, Quality Assurance
ES&HD 5008, Environment, Safety and Health Manual
EQP-004, Institutional Quality Assurance Plan
TR-001, Laboratory Training Program.