

# TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-071,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:** Adolfo Amaya **Phone Ext:** 2395

**Department Name:** Best Practices and Quality Assurance

**Document Number:** P-071 **Revision No.:** 0

**Document Title:** Inspection and Acceptance Testing

## Reason for change:

- Minor updates to reflect current process and clarify requirements.
- Revised last paragraph of Introduction.
- Added required sections for Management Systems and Training.
- Extend effectiveness for 3 more years.

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

- Revised last paragraph of Introduction to read:  
*The scope and criteria of inspections and acceptance testing should be predefined by the cognizant individual or accountable technical individual in the appropriate document (e.g., procedure, drawing or inspection/test plan); and should include the following, as applicable:*
- Added required sections for Management Systems and Training.

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:

Jim Graham  
**Department/Division Head Approval**

8/23/16  
**Date**

John DeLooper  
**Head, Best Practices and Outreach/designee**

8/29/16  
**Date**

Release/Effective date of this TCR: 8/29/16

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

<b>PPPL</b>	PRINCETON PLASMA PHYSICS LABORATORY	<b>POLICY</b>		No. P-071 Rev 0 page 1 of 2
		<b>Subject:</b>  <b>Inspection and Acceptance Testing</b>	<b>Effective Date:</b>  Nov. 1, 1994	<b>Initiated by:</b>  Head, Best Practices and Quality Assurance
		<b>Supersedes:</b>  New	<b>Approved:</b>  Director	

**Management System (Primary):** 12.00 Assurance and Improvement  
**Management System Owner:** Head, Best Practices and Outreach  
**Management Process:** 12.30 Quality Control Inspections & Acceptance Testing  
**Process Owner:** Head, Best Practices and Outreach  
**Subject Matter Experts (SMEs):** Head, Best Practices and Quality Assurance  
**TCR-P-071,R0-001**

Inspections or acceptance testing is the process for verifying that the work or product meets requirements. Each person is responsible for the quality of his or her own work, including ongoing and final reviews and inspections to verify that process requirements are met. However, final acceptance of work should be based on inspections or tests conducted by persons other than those performing the work being accepted. The types, numbers, and stringency of acceptance inspections and tests should be based on the complexity and importance of the work and should be performed by qualified personnel who are knowledgeable of both the acceptance criteria and the technical aspects of the work being assessed. The scope and criteria of inspections and acceptance testing should be predefined by the cognizant individual or accountable technical individual in the appropriate document (e.g., procedure, drawing or inspection/test plan); and should include the following, as applicable: **TCR-P-071,R0-001**

- Identification of characteristics and activities to be inspected or tested,
- Instructions for performing the test,
- Identification of individuals or groups responsible for inspections or tests,
- Environmental conditions for the test,
- Description of the method of inspection or test and identification of any hold points,
- Listing of equipment to be used and accuracy requirements,
- Acceptance criteria,
- The use of calibrated tools,
- Requirement that modified, repaired, or replaced items are inspected or tested according to the original inspection or testing methods,
- Qualification of inspectors and testers to applicable codes, standards, and training programs,
- Attainment of indirect control through monitoring processing methods, equipment, and personnel if direct inspection or test is not possible due to configuration or production methods, and

- Requirements for documentation of the inspection or test results. The documentation should include minimally the item tested, date of the test, identification of persons involved in the test and their role, any observations, results and acceptability, sketches, and any actions taken concerning any deviations.

**Training**

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Best Practices

**A. Target Audience:** All PPPL Staff

Instructor: Head, Best Practices and Quality Assurance

Training Method:

- Read only
- Standard Email distribution only

Frequency:

- Upon Revisions and TCRs of this procedure

Best Practices

**B. Target Audiences:** Cognizant Individuals (COGs) and Responsible Line Managers (RLMs) in the Work Planning System; all QA staff

Instructor: Head, Best Practices and Quality Assurance

Training Method:

- Read only
- Email distribution to WP COG\_RLM email group
- Email distribution to BPQA email group

Frequency:

- Upon Revisions of this procedure