

# TEMPORARY CHANGE REQUEST

TCR NO. TCR-P-075, R2-001

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:** Judith Malsbury

**Department Name:** ES&H/IS

**Phone Ext:** 2415

**Document Number:** P-075 **Revision No.:** 2

**Document Title:** Configuration Management

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**Reason for change:** The original policy was developed prior to the extensive use of CAD based models for technical designs. Such models are used for procurements and fabrications and, therefore, should be under configuration control.

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

Change CAD models to the first paragraph as follows:

Configuration Management is an integrated management program at the project level that establishes consistency among design requirements, physical configuration, and facility documentation and maintains this consistency throughout the life of the project. Data for project configuration are typically contained in, from the highest level documents to the lowest level, requirements documents, design specifications, functional specifications (e.g. component, system, hardware, software), technical procedures, **CAD models**, and drawings. The configuration must be consistently maintained within all such documents.

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

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

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

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**Mike Williams**

Department/Division Head Approval

**9/22/04**

Date

**J. W. Anderson**

Head, ES&H and Infrastructure Support/designee

Release/Effective date of this TCR: 10/04/04

**9/22/04**

Date

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

<b>PPPL</b>	<b>PRINCETON PLASMA PHYSICS LABORATORY</b>	<b>POLICY</b>	<b>No. P-075 Rev 2 page 1 of 1</b>
<b>Subject:</b>  <b>Configuration Management</b>	<b>Effective Date:</b>  October 22, 1999	<b>Initiated by:</b>  Head, Engineering and Technical Infrastructure	
	<b>Supersedes:</b>  Revision 1 dated 7/12/99	<b>Approved:</b>  Director	

**From DOE O 414.1, Quality Assurance (non-nuclear facilities), and 10 CFR 830.120, Quality Assurance (nuclear facilities) -**

**Criterion 4 - Documents and Records:** *"Documents shall be prepared, reviewed, approved, issued, used, and revised to prescribe processes, specify requirements, or establish design. Records shall be specified, prepared, reviewed, approved, and maintained."*

**Criterion 6 - Design:** *"Design work, including changes, shall incorporate applicable requirements and design bases. Design interfaces shall be identified and controlled."*

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PPPL systems exist to control changes to engineering drawings and technical procedures. In addition, it is PPPL's policy that each Project, using a graded approach, develop, and manage their own program for the configuration control of higher level documents, such as project, system, and physics requirements specifications. This program shall provide a disciplined review of the change from a technical, ES&H, and quality perspective and shall include provisions for the identification, review, and recording of changes to such documents.