

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-ENG-012,R0-001**

(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: Andy Morrison Phone Ext: 2841

Department Name: Best Practices

Document Number: ENG-012 Revision No.: 0

Document Title: Identification and Control of Items

Reason for change:

As a result of 3-year review:
Add Management Systems, Training and Records Control section.
Extend effective date for 3 years.

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

Added Management Systems, Training and Records Control section.

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:

Larry Dudek
Department/Division Head Approval

10/19/16
Date

John DeLooper
Head, Best Practices and Outreach/designee

10/13/16
Date

Release/Effective date of this TCR: 10/20/16

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

Subject: Identification & Control of Items	Effective Date: Sept. 10, 1998	Initiated by: Head, Engineering and Technical Infrastructure
	Supersedes: TOP 23.004 dated 8/1/88	Approved: Director

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Management System (Primary): 03.00 Engineering
Management System Owner: Head, Engineering and Infrastructure
Management Process: 03.04 Engineering Programs and Processes
Process Owner: Head, Engineering and Infrastructure
Sub-Process: 03.04.05 Materials and Equipment Fabrication and Preparation
Sub-Process Owner: Head, Engineering and Infrastructure
Subject Matter Experts (SMEs): Head, Fabrication and Operations

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Applicability

This procedure applies to all activities at C and D-Sites of the Laboratory.

Introduction

Controls shall be established to assure that only correct and accepted items are used or installed. Identification shall be maintained either on the items or in documents traceable to the items. This procedure provides instructions for the identification and control of materials, parts, components, and partially fabricated assemblies during fabrication, installation, maintenance or modification.

Responsibility

Action

- | | |
|--------------------|--|
| Cognizant Engineer | <ol style="list-style-type: none"> 1. Identifies the following elements in applicable specifications, drawings and procedures when specified by codes or standards, project documents or as deemed necessary. <ol style="list-style-type: none"> a) Items requiring identification from initial receipt and fabrication through installation and use. Typical examples include Valves, Pumps, Vessels, Instruments, Piping/Tubing, Racks/Panels, Cable, and Weld Filler Material. b) Identification methods, which may include; stenciled or etched markings, strip markings, imprinted tape, tagging, color coding, and other appropriate means. Note: Physical identification shall be used to the maximum extent possible. c) Specific identification or traceability requirements (such as identification or traceability of the item to applicable specification and grade of material; heat batch, lot, part, or serial number; or specified inspection, test, or other records). |
|--------------------|--|

- d) Items having limited calendar or operating life or cycles to preclude use of items whose shelf life or operating life has expired.
 - e) Provisions for maintenance or replacement of markings and identification records due to damage during handling or aging.
2. Assures that the applicable specifications, drawings and procedures conform to the project requirements for identification and control of items.
- Quality Assurance
3. Considers identification and control of items requirements when performing reviews of requirements documents.
 4. Includes verification of any identification and control of items requirements when performing surveillance and inspection activities.

Training

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Head, Engineering and Infrastructure

A. Target Audience: All Design Engineers, All Engineering Division Heads

Training Method:

Read only

Email distribution only

Frequency:

Other: Upon any changes to Procedure

Records Requirements Specific To This Procedure

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No records are desi this Procedure; All documents mentioned are covered in other procedures.