

PROCEDURE: NCSX-PROC-009 Revision 2		Page: 1 of 4
Title NCSX Request for Deviation Process	Initiated by: NCSX Systems Engineering Support Manager	Effective Date:
Concurred by: NCSX Quality Assurance Manager	Approved by: NCSX Engineering Manager	Supersedes: January 19, 2005

Record of Revisions

Revision	Date	Description of Changes
0	1/13/2005	Initial Issue
1	1/19/2005	Changed to a flow chart process and revised process.
2	3/8/2005	Revised RFD Form & Attachment 1 instructions

Applicability

This procedure covers the process for preparing and processing Requests for Deviation (RFDs) on the NCSX Project.

Introduction

Prior to performing a specified step in a manufacturing or fabrication process, either the Project or a supplier may identify an alternative design/method/material to the requirements that could result in technical, cost, or schedule savings. The documentation to formally define this proposed departure from the established performance or design requirements is called a Request for Deviation (RFD). The RFD is a specific written request to depart from a particular requirement(s) of the item's current approved technical documentation. A RFD shall be processed and adjudicated under the Engineering Change Process (ECP) process defined in the NCSX Configuration Management Plan (NCSX-PLAN-CMP) and the accompanying NCSX Configuration Control Procedure (NCSX-PROC-002). Until the ECP associated with the RFD is approved, the item or process may not deviate from the technical requirements. The RFD may be either a letter or tabular format and shall contain the specific required information as defined in this procedure.

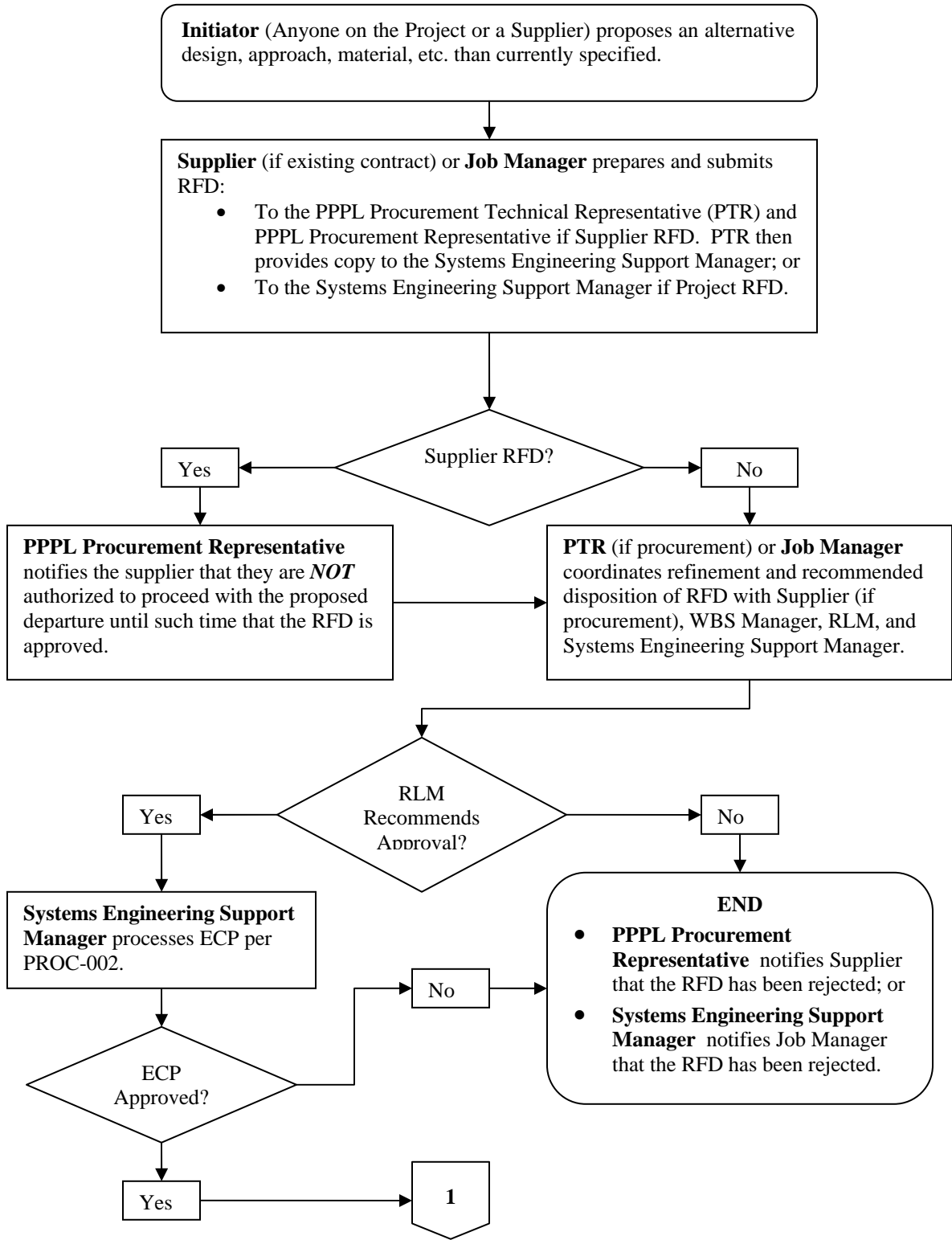
A deviation is distinguished from non-conformance reports (NCRs) in that NCRs address the departure after the manufacturing step that incorporates the requirement (design/method/material) has begun. The processing of NCRs is addressed in PPPL Quality Assurance Procedure QA-005, "Control of Nonconformances."

Referenced Documents

NCSX-PLAN-CMP	NCSX Configuration Management Plan
NCSX-PROC-002	NCSX Configuration Control
QA-005	Control of Non-conformances

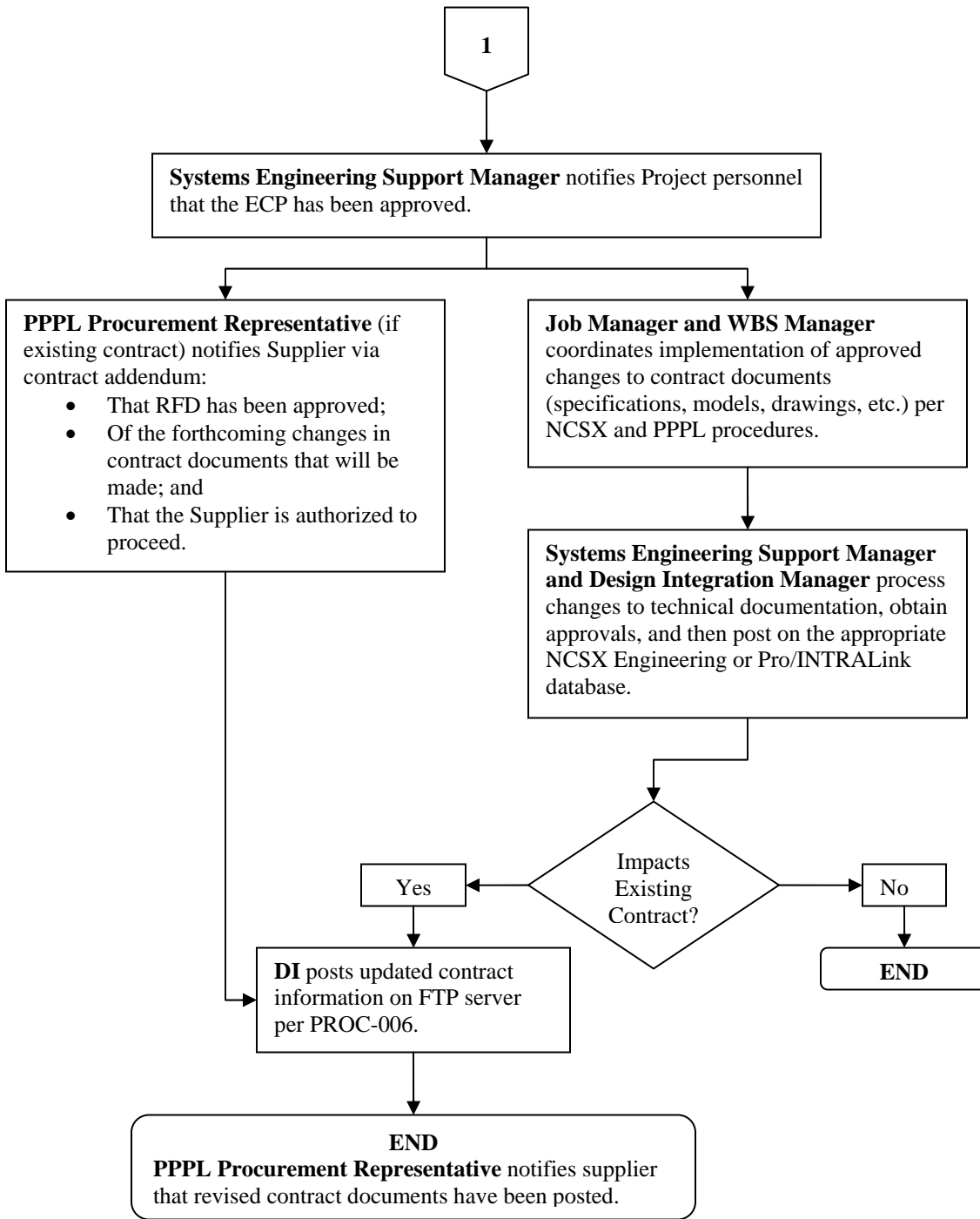
Controlled Document

THIS IS AN UNCONTROLLED DOCUMENT ONCE PRINTED. Check the NCSX Engineering Web prior to use to assure that this document is current.



Controlled Document

THIS IS AN UNCONTROLLED DOCUMENT ONCE PRINTED. Check the NCSX Engineering Web prior to use to assure that this document is current.



**Attachment:
1 – Necessary Information Needed on a RFD**

Controlled Document

THIS IS AN UNCONTROLLED DOCUMENT ONCE PRINTED. Check the NCSX Engineering Web prior to use to assure that this document is current.

ATTACHMENT 1

The RFD has two parts – Part I is the initial proposal and Part II is the Project review and RLM disposition.

PART I

The RFD may be provided in any format (i.e., letter, tabular, or supplier format), but the initiator must provide at a minimum the following information in sufficient detail to permit NCSX Project assessment of the RFD:

- Initiator Name and Organization
- Date RFD was initiated
- RFD Title – short description of the deviation requested
- List of impacted documents (e.g., specification and sections, each model and drawing, SOW sections – if the SOW has been used to convey technical information). Be as specific as possible.
- Impact on cost, schedule, and interfaces with other items – if none so state. If there are impacts be as specific as possible.
- Full description of the deviation requested, including specific item/part impacted by this RFD and the rationale on why this deviation is needed, including the impact if not accepted - (Should provide sufficient justification to permit Project to make an informed decision). Include amplifying information that may assist in the NCSX Project's assessment of this RFD.
- Attachments – to include e-mail or letter requests or sketches
- Signature of the initiator (actual or electronic or e-mail approval are all satisfactory).

PART II

Once the initiator has provided Part I of the RFD, the Procurement Technical Representative or Job Manager shall review and provide a recommended disposition proposal to the respective RLM as per the attached flow chart (assuming that the PTR concurs in the RFD). The RLM shall review the proposed RFD and provide the following disposition information on Part II:

- Whether or not he/she recommends approval
- Action items needed (e.g., whether or not the RLM deems it necessary to revise project documentation – CSPEC and drawings), including any other actions needed.

The following sections of the RFD shall be completed by the Systems Engineering Manager:

- RFD number (using format of NCSX-RFD-XX-###-RRR) where:
 - XX is the two digit WBS element identifier;
 - ### is a sequential number; and
 - RRR is the revision number of the RFD.
- ECP number to be assigned to the RFD.

Controlled Document

THIS IS AN UNCONTROLLED DOCUMENT ONCE PRINTED. Check the NCSX Engineering Web prior to use to assure that this document is current.

Sample RFD Form

<i>NCSX RFD</i> <i>Part I</i>	Number:	RFD Description:
Initiator:		Organization:
List of Impacted Documents:		
Cost Impact: <i>(If none, so state)</i>		
Schedule Impact: <i>(If none, so state)</i>		
Impact on Interfaces with Other WBS Elements/Items: <i>(If none, so state)</i>		
Full Description of the Deviation Requested: (Use continuation pages, e-mails, letter, sketches, etc. as needed and include amplifying information as appropriate)		
Attachments:		
Initiator Signature: _____		Date: _____
Project Disposition (Include ECP Number):		

<i>NCSX RFD</i> <i>Part III</i>	Number:	RFD Description:
RLM:		Organization:
RLM Recommended Disposition: <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve (If recommendation is to approve, ECP will be assigned)		
Additional remarks: 		
RLM Signature: _____		
ECP Assigned: ECP-		