

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

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.

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.

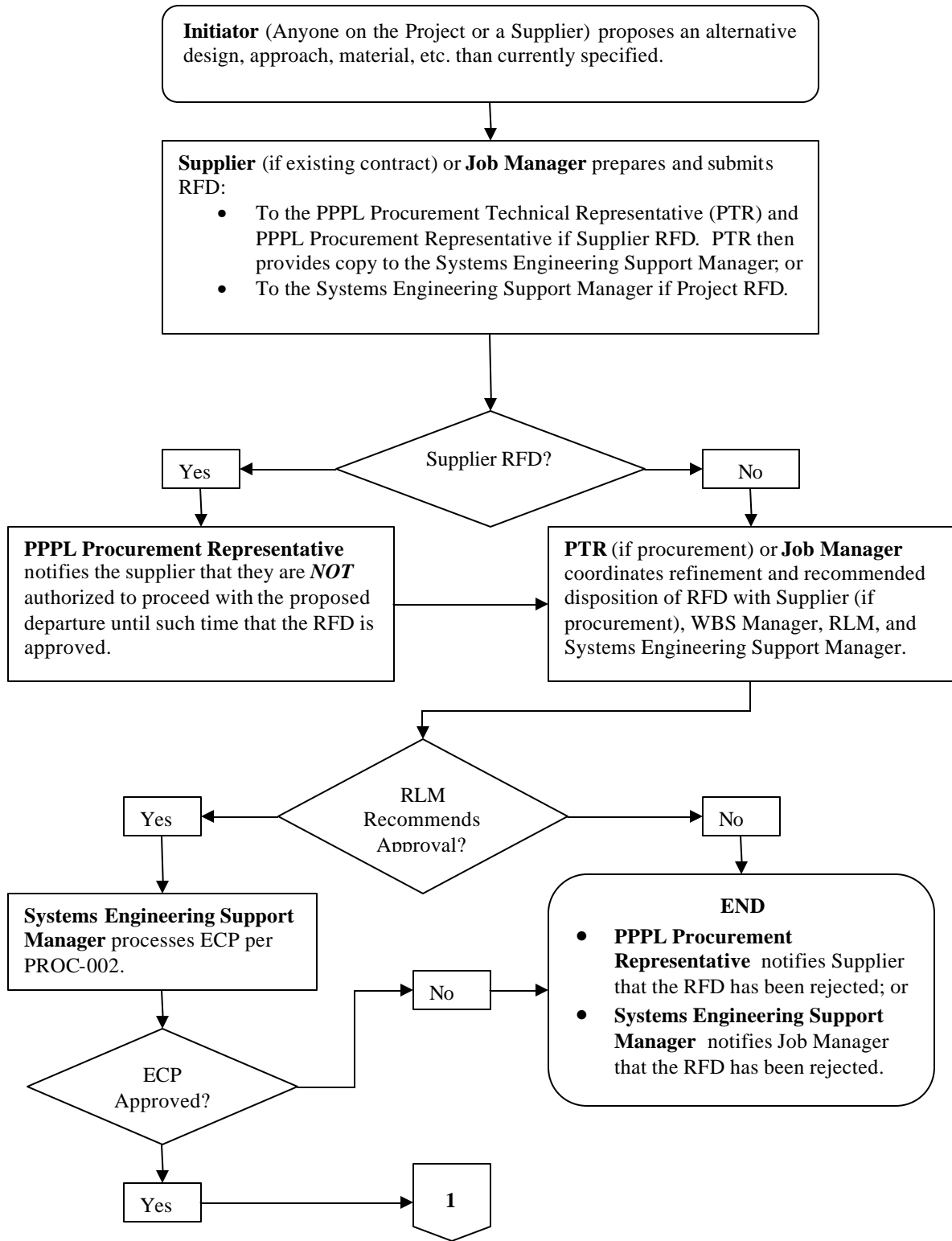
A deviation is distinguished from non-conformance reports (NCRs) in that NCRs address the departure after the manufacturing step that incorporates the requirement (design/method/material) has begun. The processing of NCRs is addressed in PPPL Quality Assurance Procedure QA-005, “Control of Nonconformances.”

Referenced Documents

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

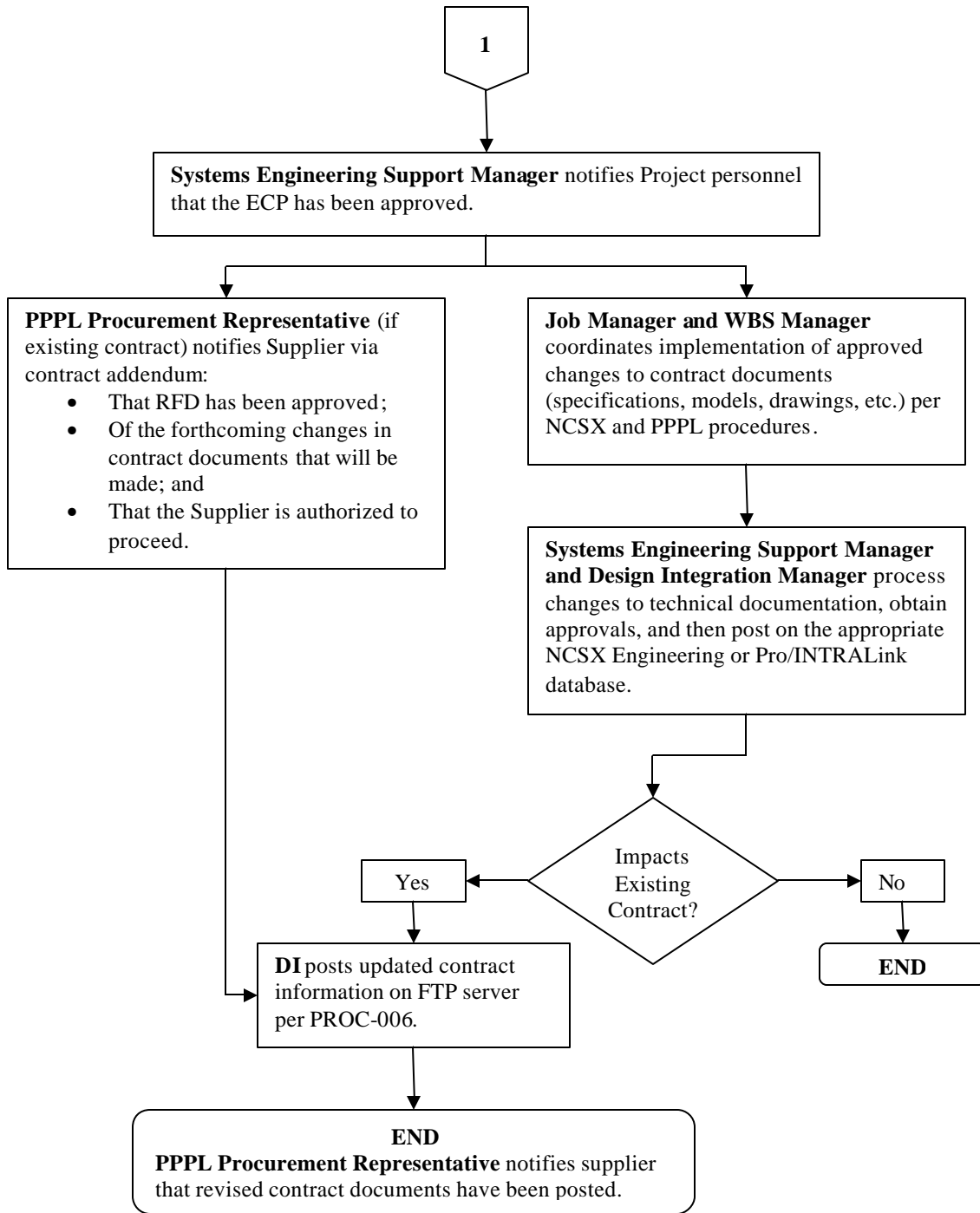
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**Attachment:
1 – Necessary Information Needed on a RFD**

ATTACHMENT 1

The RFD may be provided in any format (i.e., letter, tabular, or supplier format), but must contain 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. 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).

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.
- Project Disposition – provide contract addendum (if supplier initiated) and the ECP that approved the RFD.

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Sample RFD Form

<i>NCSX RFD</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) :		

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