



SUBJECT: DESIGN RECORD FILE

1.0 SCOPE

- 1.1 This EOP defines the process for retrieving and initiating, planning, completing, closing and storing information associated with engineering Design Record Files (DRF).

2.0 GENERAL AND APPLICATION

- 2.1 The DRF (sometimes referred to as the Design Process Record, or DPR) is the formal controlled information record for in-progress and completed engineering work which is retained and from which information can be retrieved.

The DRF is an in-process record which is subject to change until it is either closed (4.4)*, or placed in temporary storage (4.1.1), at which time it becomes a permanent QA record.

*Note: Procedure or paragraph numbers in parentheses mean "in accordance with."

- 2.2 DRFs are normally classified for internal GE use (Class II) and do not require special marking or control (GE-NE P&P 100-33).

- 2.3 DRFs containing proprietary information (Class III) must have the applicable proprietary designation displayed on the DRF Assignment Sheet (Form NEO 907) and DRF Table of Contents (Form SD-006 or equivalent) (GE-NE P&P 100-33).

- 2.4 Access to permanent DRF records in microform is controlled (GE-NE P&P 100-33).

- 2.5 The DRF Process is shown in Figure 1.

3.0 DEFINITION OF RESPONSIBLE INDIVIDUAL OR ORGANIZATION

- 3.1 The following defines the responsible individual or organization for activities established in Section 4.0.

- 3.1.1 Configuration Management [CM] - the component responsible for information retention and retrieval.

General Revision

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- 3.1.2 Contributing Engineer [CE] - the person(s) responsible for performing engineering tasks which provide input to the responsible engineer.
- 3.1.3 Legal/Commercial [L/C] - GE Nuclear Energy supporting organization legal staff and commercial business managers.
- 3.1.4 Program, Project Manager [PM] or Responsible Manager [RM] - the manager(s) responsible for the work. This authority may be delegated (EOP 15-2.00).
- 3.1.5 Responsible Engineer [RE] - the person responsible for preparing the design record, ensuring its accuracy and completeness, and for retrieving design record information.

4.0 PROCEDURE AND RESPONSIBILITIES

4.1 Open

- 4.1.1 Identify the RE. Establish the DRF closure schedule (EOP 25-5.00, or equivalent) and retention requirements consistent with the planned work activity. [RM/PM]

The intent is for DRFs to be submitted for closure when the designs or design changes which they support are complete and unconditionally released for procurement, fabrication, or external transmittal. However, DRFs may be kept available temporarily for review or use by storing them in an enclosed metal cabinet when not in use. The maximum temporary storage period should not exceed one year.

- 4.1.2 Open the DRF Assignment Sheet (Supplement A). [RE]
- 4.1.3 Assign a unique DRF number, enter abstract and descriptors, as provided by the RE, into the electronic database, and assure consistency of database information with the DRF Assignment Sheet input. [CM]

4.2 Plan

- 4.2.1 When applicable, identify unique customer, commercial agreements (e.g., vendor, vendor teaming, alliances, licenses), regulatory, documentation, security classification, approval signoff and handling/duplication requirements. [RM/PM]
- 4.2.2 Establish the DRF content and organization (Attachment A, or equivalent). [RE/CE]

- 4.2.3 When applicable, review the DRF content and organization (4.2.2) with RE(s) and CE(s) considering the customer needs, legibility, completeness and comprehensibility. [RM/PM]
- 4.3 Compile
- 4.3.1 Compile and organize DRF information as work progresses (4.2.2). Modify it as required to accommodate changes in technical/regulatory/commercial requirements or work performance processes. [RE/CE]
- 4.3.2 Ensure all material meets control, retention and retrieval requirements (EOP 60-3.10). [RE/CE]
- 4.3.3 If an item is lined out in a DRF, it must be initialled and dated by the RE or CE. The name of the person so initialing shall be on that document in the DRF to identify the initials (EOP 60-3.10). Changes made after verification must be reverified (EOP 42-6.00). [RE/CE]
- 4.3.4 Monitor work in progress and identify any changes to inputs (4.1.1 and 4.2.1). [RM/PM]
- 4.3.5 Notify CM in writing (Form SD-053, Supplement C) when the RE, Component Number, or location changes (Supplement A - entry field seven (7)). [RM/PM]
- 4.3.6 Review/concur, if applicable (4.2.1). [L/C]
- 4.4 Close
- 4.4.1 Complete the DRF Assignment Sheet (Supplement A). [RE/CE]
- 4.4.2 Paginate the DRF in a manner to ensure file integrity before submittal for permanent retention. [RE/CE]
- 4.4.3 Review and approve the completed record (4.2.1 and 4.3.4). Assure that design verification requirements, where applicable (A2.c), and customer unique requirements (A2.d) have been met. Document closure of any comments noted in the DRF. Sign the DRF Assignment Sheet. [RM/PM]
- 4.4.4 Obtain one-over-one approval signature and optional approval signatures on the DRF Assignment Sheet (4.2.1). [RE/CE]
- 4.4.5 Deliver complete DRF to Configuration Management for permanent retention (EOP 60-3.10). [RE/CE]

- 4.4.6 Review retention quality (EOP 60-3.10). [CM]
- 4.4.7 Convert DRF to microform (EOP 60-3.10) and assure that the record in microform completely replicates the original record. [CM]
- 4.4.8 Complete the electronic database entry and assure the search information is complete. [CM]

4.5 Store

- 4.5.1 Retain a copy of the DRF in the Document Library. [CM]
- 4.5.2 Return the DRF original and a microform copy to the RE. [CM]

4.6 Retrieve

- 4.6.1 Identify known information descriptors for searching the database (Attachment A3). [RE]
- 4.6.2 Input search descriptors to the database, perform the search, and obtain DRF number(s). [RE/CM]
- 4.6.3 Provide a copy of the DRF(s). [CM]

5.0 RESPONSIBILITY FOR COUNSELING

Refer to EOP 15-1.00.

6.0 REFERENCES

EOP 15-1.00	EOP Counsels
EOP 15-2.00	EOP Application
EOP 25-5.00	Planning and Scheduling
EOP 42-6.00	Independent Design Verification
EOP 60-3.10	Engineering Records

GE-NE P&P 100-33 Identification Designation, Approval, and Distribution of Documents.

7.0 APPENDICES

Figure 1	DRF Process
Attachment A	DRF Content/Organization Instructions
Supplement A	DRF Assignment Sheet Instructions
Supplement B	DRF Assignment Continuation Sheet

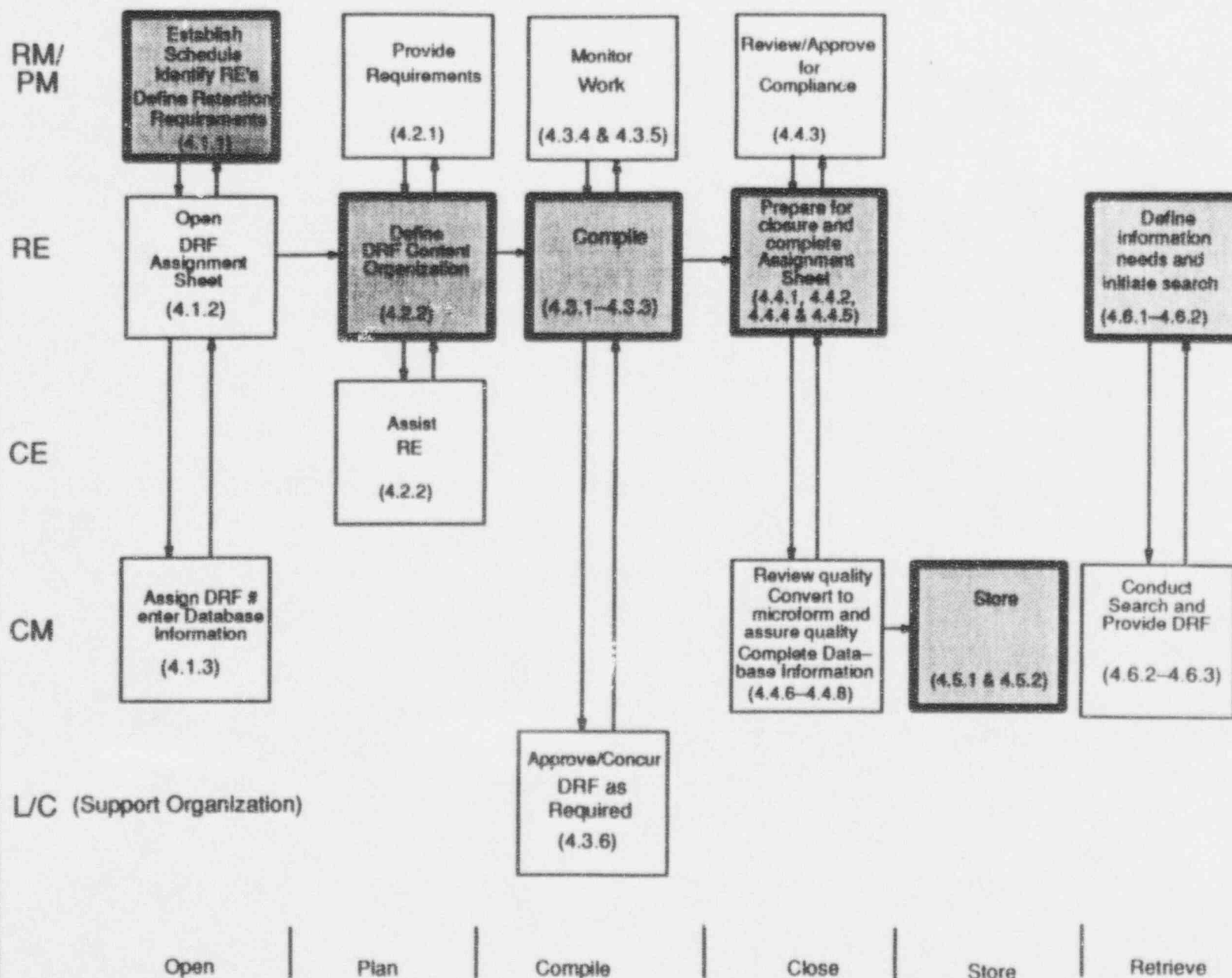


Figure 1. DRF Process

ATTACHMENT A
DRF CONTENT/ORGANIZATION INSTRUCTIONS

A1 INTRODUCTION

The information in the DRF should support the complete engineering activities undertaken and be organized in a logical and comprehensive manner. These instructions are aimed at improving the quality and traceability of DRF information.

A2 INFORMATION

Content should be tailored to the size and type of the activity. All DRFs require an assignment sheet, a table of contents and any supporting information required by EOPs or other authorizations governing the work activity. Supporting information includes the following, as applicable:

- a. Input data, design criteria, design bases data, assumptions, etc.
- b. Design and evaluation notes, calculations, records, computer output, etc.
- c. Design verification evidence (EOP 42-6.00).
- d. Contractual or commercial documents which supply customer unique requirements, e.g., QA and design inputs.
- e. Work plan and quality goals (for example see EOP 25-6.00).
- f. Conclusions and Reports that document the assigned activity.
- g. Design Review Reports (EOP 40-7.00).
- h. Test procedures, test data records, failure analysis reports, and test reports (EOP 35-3.00).
- i. Controlled documents that are retained and retrievable (EOP 60-3.10) are to be referenced, rather than included. Typical examples are corporate numbered documents, NED numbered documents, stress reports, design reports, supporting DRFs, etc.

A3 GUIDELINES FOR ORGANIZATION

DRF contents should be a complete record, organized in a logical manner, according to the work activity. Consideration should be given to the ease of retrieval of pertinent information. One method for organizing the DRF follows:

- a. Administrative Section
 - 1. DRF Assignment Sheet (print or electronically generate)
 - 2. Index - Table of Contents (print, type or electronically generate)
 - 3. Contractual information, e.g., Purchase Orders, work and quality plans, customer supplied inputs.
 - 4. Cross index of supporting/referenced DRFs.
 - 5. Final deliverables, reports, etc.
- b. Projects Information Sections
 - 1. Work performance activities, e.g., objective, input data, design criteria, calculations, verifications, outputs, etc.
- c. Reference Material Sections
 - 1. Computer fiche
 - 2. Letters and internal memos
 - 3. Meeting minutes
 - 4. Other references
 - 5. Work Authorization
 - 6. Regulatory Requirements and Industry Codes and Standards