

SUBJECT: DRF Assignment Sheet Instructions

SD-061



GE Nuclear Energy

DRF Assignment Sheet

DRF NUMBER

①

Date Assigned

②

Scheduled Closure Date

③

PLEASE PRINT/TYPE ALL INFORMATION

IDENTIFICATION

TITLE

④

CUSTOMER

⑤

AUTHORITY

⑥

RESPONSIBLE ENGINEER

⑦

Last Name and Initials

Component No.

Location

LIST INFORMATION APPLICABLE

• MPL numbers

⑧

• Plants/Projects

⑨

• Related DRF's

⑩

• Product/Service

⑪

• Equipment affected

⑫

ABSTRACT

⑬

APPROVAL SIGNATURES

Resp. Eng.

⑭

Sign

Date

M/C

RM/PM/TPE

⑮

Print Name and Sign

Date

optional

L/C

⑯

Print Name and Sign

Date

Closure Job Order:

⑰

Completion Date:

⑱

SD-061 (12/92)

REF: EOP 42-10-00

General Revision

Date Issued	Revision	Supersedes	Page
December 31, 1992	3	Rev. 2 (8/1/89)	1 of 4

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DRF ASSIGNMENT SHEET INSTRUCTIONS

The data requested on the assignment sheet is to assist in the traceability and retrievability of information. Frequently the searcher only has limited knowledge of the data to be retrieved so the completeness of the assignment sheet is highly beneficial for the traceability of information.

1. The DRF number is assigned by Configuration Management and Document Control. Entry fields 2 through 7, and 13, must be completed to obtain a DRF number. [Required]
2. The date assigned is the date the DRF number is provided. [Required]
3. The scheduled closure date is when the defined work activity for which the DRF was opened is to be completed and the DRF submitted for permanent retention. [Required]
4. The title should be brief and descriptive. Information contained elsewhere on the assignment sheet need not be duplicated, e.g., plant name, MPL number, etc. [Required]
5. The customer is the organization (internal or external) authorizing the activity. [Required]
6. The authority for performing the work e.g., Purchase Order No., Work Authorization No., FDDR No., management request, etc. [Required]
7. The responsible engineer should print or electronically generate their last name followed by initials, component number and work location, e.g., San Jose, KOP, Atlanta, etc. [Required]
8. For system identifiers or Master Parts List (MPL) item numbers see the Project(s) MPL or Product Summary, e.g., B31-C001, 1-8-203, or Equivalent. [Optional]
9. List Project(s) by name, project code or product line, e.g., Perry, KL1, BWR6, etc. [Optional]
10. Identify other DRFs affected/supported by this work, e.g., DRFs with input to this work and/or DRFs that use the results of this work. [Required for supplemental DRF's. Optional for others. If none, state "None."]

Engineering Operating Procedure

11. List Products/Services that are covered in this work (e.g., Stability Analysis, Lost Parts Analysis, MAPLHGR, Service Information Letters, etc.). [Optional]
12. List equipment affected, e.g., Recirc Pump, Flow Control Valves, fuses, relays, etc. [Optional]
13. Abstract [Required]

Guidelines:

A1. INTRODUCTION

The DRF abstract should be structured to aid in the retrieval of information. It does not need to but may repeat data contained in other sections of the assignment sheet. These guidelines are aimed at improving the traceability of DRF information.

A2. PURPOSE AND OBJECTIVE

The abstract is a brief synopsis of the DRF content. Its purpose is to acquaint the reader with the subject matter.

A3. ABSTRACT CONTENT

The abstract should contain a precise description of the information contained in the record, permitting the reader to decide whether or not to retrieve the complete record.

- a. Describe the purpose and objective of the work.
- b. Specifically and selectively identify analyses, tests, materials, conditions, restrictions and limits used. It is especially important to identify new or unique information.
- c. Identify key results, conclusions, and deliverables.

- *14. The RE's signature, date and mail code. [Required]
- *15. The RM's or PM's one-over-one signature and date. [Required]
- *16. Legal Counsel's representative or the Responsible Commercial person's signature depending on the requirements of the work. [Optional]

Engineering Operating Procedure

- *17. The RM/PM provides a valid job order (charge number) for performing the closure activity, e.g., logging, filming, archiving, etc.
[Required]
- *18. The completion date applied by Configuration management when the DRF is submitted for closure (archiving). [Required]
- 19. The continuation sheet (Supplement B) may be used to provide additional information which will not fit on the assignment sheet.
[Optional]

*Note: Items 14 thru 18 are to be completed just before submitting the DRF for closure.

SUBJECT: DRF Assignment Sheet (continuation)

SD-062



GE Nuclear Energy

DRF NUMBER _____

DRF Assignment Sheet (continuation)

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SD-062 (2) (12/82)

REF: EOP 42-10-00

Date Issued	Revision	Supersedes	Page
December 31, 1982	3	Rev. (8/1/89)	1 of 1