


QUALITY ASSURANCE PROCEDURE

 Franklin Research Center A Division of The Franklin Institute 20th and Race Streets. Phila., Pa. 19103 (215) 448-1000 QUALITY ASSURANCE PROCEDURE	QAP No. 9-2	Page 1 of 5
	Date Issued 9/1/83	Effective Date
	Revision Number 0	Review Date
	<input checked="" type="checkbox"/> Prepared <i>W. Paulson</i>	<input checked="" type="checkbox"/> Approved <i>R. J. Scygione</i>
TITLE REVISIONS TO TEST PROCEDURES	Concurred By	

1.0 PURPOSE

- 1.1 The purpose of this document is to establish procedures for controlling revisions to Test Procedures (TPs).

2.0 RESPONSIBILITIES

- 2.1 The Program Manager, Project Engineer, or their delegate is responsible for assuring that revisions to TPs are reviewed and approved by the same individuals who performed the initial review and approval, or by other qualified personnel delegated by the Project Manager.
- 2.2 The Quality Assurance Manager or his delegate shall review and approve revisions to Test Procedures to ensure compliance with this QAP, QAAI No. 1-1, and Sections 9 and 14 of the Franklin Quality Assurance Manual.

3.0 DEFINITIONS

- 3.1 Revisions. Controlled changes or additions to documents such as Test Procedures that can result due to a deviation from technical requirements or a change in technical requirements.
- 3.2 Program Manager. The senior person held responsible for the management of the client's program, which may include more than one project or task.
- 3.3 Project Manager/Engineer. An assigned engineer held responsible for the performance of a designated project or task within the program. The Project Manager/Engineer reports to the Program Manager on project/ program matters. The Program Manager and Project Manager/Engineer may be the same person.

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4.0 INSTRUCTIONS

4.1 Revisions to a Test Procedure may be accomplished either by incorporating changes within the existing body (and attachments), or by adding a new attachment to the TP.

4.1.1 The author of the document will select the method of revision based on technical and programmatic factors such as cost and time effectiveness.

4.1.2 Revisions to an approved Test Procedure may be required as the result of a deviation from technical specifications. In such a case, revision of the TP shall be submitted to the original reviewer and approver after a "Request for Deviation from Test Specification" (Exhibit I) has been completed and approved by the Project Manager/Engineer, the Manager of Quality Assurance, and the customer.

4.1.3 Revisions to an approved Test Procedure may be required as the result of a change in technical specifications. In such a case, the revision to the TP shall reference the changed technical specification.

4.2 Revisions Made Within the Test Procedure

4.2.1 If revisions are made by retyping of the TP, all pages of the TP will be identified with the revision number which will appear in the upper right-hand corner of each page.

4.2.2 Information concerning the revision(s) will appear on the front page of the TP. As a minimum, the following information will appear, as illustrated in Exhibit II.

- o current revision No.
- o purpose of the revision
- o date of the revision
- o initialed approval by the author and QA representative.

4.3 Revisions Made as Appended Information

4.3.1 If revisions are made by appending new or revised information, the new or revised information will be identified with the revision number which will appear in the title block or upper right-hand corner of the appended material.

- 4.3.2 Information concerning the revision(s) will appear on the front page of the TP as instructed in Section 4.2.2 above.
 - 4.3.3 Any information within the TP which is superseded by appended material will be struck through or corrected with a black pen. A marginal note will be inserted to reference revised information, i.e., appended material.
 - 4.4 The original or best copy of superseded versions of the TP will be filed in the QA records safe by the Manager of Quality Assurance along with the original of the current revised TP.
 - 4.5 A copy of the revised TP will be made available at the site of the activity to the person(s) performing the test. The test person(s) will be instructed to use the revised TP and to destroy the superseded version. Any previously initialed steps in the superseded version are to be re-initialed in the revised TP.
- 5.0 CROSS REFERENCES
- 5.1 Quality Assurance Manual - Section 9, Document Control; Section 14, Test Control
 - 5.2 QASD 9-1, Document Control System for Design Documents
- 6.0 COUNSEL AND REVIEW CONTACT
- 6.1 Manager - Quality Assurance
 - 6.2 Program Manager
 - 6.3 Department Director
- 7.0 DISTRIBUTION
- 7.1 Manager - Quality Assurance
 - 7.2 Manager(s) - Affected Organizational Units
 - 7.3 Program Manager
- 8.0 ATTACHMENTS AND EXHIBITS
- 8.1 Exhibit I - Request for Deviation from Test Specification
 - 8.2 Exhibit II - Title Page for Test Procedure

REQUEST FOR DEVIATION FROM TEST SPECIFICATION

NO. _____

TO (CUSTOMER)

FROM

DATE _____

CRITICALITY

- ☐ MINOR
☐ MAJOR
☐ CRITICAL

EVENT

- ☐ UNEXPECTED SPECIMEN FAILURE
☐ FACILITY MALFUNCTION
☐ OTHER _____
- ☐ PERSONNEL ERROR
☐ ACCIDENT

PROJECT NO.

PROJECT TITLE

CONTRACT/P.O. NO.

SPECIMEN I.D. NO.

EQUIPMENT TYPE

SERIAL NO.

MANUFACTURER

MODEL NO.

TEST SPECIFICATION

REASON FOR DEVIATION

REQUESTED BY

ENGINEERING_____
DATE_____
QUALITY ASSURANCE_____
DATE

APPROVED BY (CUSTOMER)

NAME_____
TITLE_____
DATE

TEST PROCEDURE



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Document No. TP-5653-001
Revision No. 1
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Date Issued: (Original issue date)

TEST PROCEDURE FOR

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

REVISIONS

DESCRIPTION

DATE

APPROVALS

<u>REVISIONS</u>	<u>DESCRIPTION</u>	<u>DATE</u>	<u>APPROVALS</u>
REV. 1	Corrections and added information.	Date of revision.	Initials of author and QA