

MEDFORD FABRICATION

PROCEDURE NO.: SP 120 **TITLE:** Drawing Document Release & Change Control

DATE: September 16, 2002 **REVISION:** C

ORIGINATOR: RW **PAGE 1 OF 2**

PURPOSE:

To define the process for the review, approval and maintenance of drawings used for fabrication and to define the process for change notices.

RESPONSIBILITIES:

The Engineering/Operations Manager, Engineers and/or Engineering Technicians are responsible for adherence to this Procedure.

REFERENCES:

Quality System Manual, Section 4.4

EXHIBITS:

- A Drawing Change Notice
- B Drawing Release Form
- C. Engineering Information Transmittal

PROCEDURE:

1. Drawing Release:
 - a. Verify drawing to be most current. Have customer's approval for manufacture either stamped on face of drawing, or written as authorization to release for manufacture. Authorization may be in the form of an e-mail.
 - b. Determine if drawings are to be kept permanently on shop floor or released for one time use only.
 - c. If drawings are to be kept on shop floor permanently, stamp approved for manufacture and date. Log drawing number, revision and date into drawing log.
 - d. If drawing is for one time use, stamp drawing, "approved for this production run – return to engineering when done" and date.
2. Change Control:
 - a. Identify drawings requiring any change or correction for internal or external reasons.
 - b. Make changes required by correcting drawing and filling out a "Drawing Change Notice".
 - c. Release drawings to areas requiring a copy by using a "Drawing Release Form" in accordance with 1 above.
 - d. If customer requires a copy of the revised drawing, transmit the change using an "Engineering Information Transmittal".

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3. Specification Release:

- a. Verify specifications to be most current. Have customer's approval for manufacture either stamped on face of specification, or written as authorization to release for manufacture. Authorization may be in the form of an e-mail.
- b. Determine if specifications are to be kept permanently on shop floor or released for one time use only.
- c. If specifications are to be kept on shop floor permanently, stamp approved for manufacture and date. Log specification number, revision and date into specification log.
- d. If specification is for one time use, stamp specification, "approved for this production run – return to engineering when done" and date.