

## J. H. BUSCHER, INC.

### Standard Specification SS005

Revision A, August 4, 2015

### Revisions and Document Change Notices

Written By:	Date:	Approved By:	Date:
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#### REVISION STATUS and CONTENTS

<i>Revision</i>	<i>Date</i>	<i>By:</i>	
Original	03/25/96	KR	<b>Reason for Change:</b> General revision as part of quality system review. <b>Description of Change:</b> Changes are extensive to every Section – see history file. Added allowance to use MS Excel as DCN format (Sec 4), clarified revision and exception criteria (3.1 - 3.4), added outside submission provision (7.4), added DCN example (9).
A	08/04/2015	KR	

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## 1) GENERAL

This Specification establishes criteria, standards, procedures and responsibility for formal document changes and document control. Formal document Revisions and are necessary to maintain a record of part or procedure history and to ensure compliance with configuration control standards.

### 1.1) Revision Definition

A Revision is an alteration to a document that requires a record. The change may be a feature, part, process, tolerance, structure or configuration. A Document Change Notice is the instrument and record of the Revision, and the Revision Letter is the level, described in Section 4.3.

## 2) REFERENCE DOCUMENTS

All documents referenced in Table 1 are the latest revisions of JHBI Standard Specifications.

<i>Document</i>	<i>Title</i>
SS002	Using Parts Lists
SS00Q	Quality Manual
SS00A	Order Processing
SS00C	Purchasing
SS00V	General Inspection Requirements
SS00B	Documentation Manual
<b>TABLE 1, Reference Documents</b>	

## 3) DOCUMENT CHANGE NOTICE

The Document Change Notice (DCN) is a formal document that is both the instrument and record of formal Revision to a referenced document. Only one DCN is created per document. It is appended with every Revision. The Revision letter is the level of revision. See Section 4 for the format.

### 3.1) Documents Subject to DCN Control

With the exceptions noted in Par. 3.4, changes to the following documents – all listed, described or referenced in SS00B, the Documentation Manual, are subject to Document Change Notice control. Any formal Revision must have a change letter and a DCN. Initial releases of documents will have a *No Change* (~) designation.

- a. Standard Specifications, including the Quality Manual
- b. Assembly and Manufacturing Procedures (see SS00A, *Order Processing*, for reference)
- c. Computer Programs Used in Production for Product Acceptance (See Section 7)
- d. Detail, Assembly and Subassembly Drawings (except for MS-type parts, see 3.5)
- e. Parts Lists (excluding master lists)
- f. Acceptance Test Procedures (ATP) and Qualification Test Procedures (QTP)

### 3.2) Revision Without DCN

The following documents may be revised without a Document Change Notice. Initial documents need not carry a *No Change* (~) designation, but Revision A and subsequent are to be so identified with a change letter. Although no DCN is required, the date of the document is to identify when last changed.

- a. Reports
- b. Quotes and Requests for Quotes
- c. Purchase Orders
- d. Experimental Part Drawings (X.....)
- e. Work Orders *See JHBI Standard Specification SS00A, Order Processing.*

### **3.3) Change Without Revision Letter**

The following documents may be changed as required, without Document Change Notice or Revision Letter:

- a. Master Parts and Subassembly Lists
- b. Master Product List
- c. Inspection Procedures
- d. Proposal drawings to customers *Require updated date to reflect date of changes, and PRELIMINARY note or equivalent.*
- e. Request for Quotation (RFQ) drawings to vendors *Require updated date to reflect date of changes, and PRELIMINARY note or equivalent. Although a quote from a vendor may be obtained lacking a released drawing, Purchase Orders must include a released version per SS00C, Purchasing.*
- f. Log-out Lists, e.g. Product lists
- g. Lists or Rosters (E\_XXX)\*
- h. Layouts or preliminary drawings

*\* Lists and Rosters do not require revision, but changes may require submission to a regulatory agency or third party. Check each document for requirements.*

### **3.4) Exempt Changes**

These changes do not require a Document Change Notice or Revision Letter advancement, regardless of type of document:

- a. Corrections of typographical errors, spelling or grammar.
- b. Graphical clarification, such as axis labels.
- c. Legibility improvements, removal of superfluous information or addition of reference information.
- d. Amendments to drawing "USED ON" or "NEXT ASSEMBLY" blocks.
- e. Filling in determination of a TBD (To Be Determined) do not require a revision if parts or processes done to the current Revision are acceptable with the new criteria.
- f. See descriptions of individual documents for possible additional exceptions.

### **3.5) Mil-Spec and Vendor Parts**

Parts purchased to a Mil-Spec: AN, NAS, JAN, etc. or a vendor drawing outside our control are not part of our drawing system, cannot be revised by us, and this document does not apply to them.

#### **4) DOCUMENT CHANGE NOTICE FORMAT**

A Document Change Notice is a computer spreadsheet file – either Microsoft Excel or Lotus 123. Information in the file is capable of being read by other programs. Refer to software guides for each of the programs.

##### **4.1) Relationship to Document**

Only one Document Change Notice can be created per revised document, although the DCN should not be created until the first formal revision to the document occurs. With the exception of Parts Lists, which have integral DCNs as described in X.X, there should not be a DCN with a an initial document release (Rev No Change). Not all changes require DCNs – see Section 3 for Revision criteria and exceptions. The DCN is augmented every time a new revision to the parent document occurs. This allows the DCN to serve as a history of the document as well as a change notice.

##### **4.2) File Names**

For Lotus 123, the file name is the applicable document number, followed by the extension .WKC. For example: FDXYZ.WKC is the DCN for detail part FDXYZ. Write-protected file DCNBLANK.WKC is the baseline. The WKC extension designates a DCN – no other file type will carry this extension. For Excel, the filename is the parent document number, followed by an underscore, followed by the DCN, followed by the extension .XLSM. e.g. FDXXXZ\_DCN.XLSM. Write-protected BLANK\_DCN.XLSM is a the blank baseline file.

##### **4.3) Revision Level**

The Revision Level is an alphabetic index, identifying the number of times the document has been revised. The first Revision is A, followed by B, etc. To avoid confusion with numeric characters, the letters I and O are not used. The next Revision after Z is AA, then AB, etc.

##### **4.4) Required Information**

Table 2 lists the DCN information and location in the spreadsheet. See Figure 1 for a sample DCN spreadsheet, given in two segments for clarity. The entries are in reverse chronological order, the most recent being first. In this case, the document is up to Revision B, meaning it has been revised twice.

##### **4.5) File Locations**

Unless otherwise indicated, all spreadsheet files referenced in this document will be located on the network in the following directories:

- a. All drawings, including assembly and subassembly: \\JHBIBOOK\Documents\Revs
- b. Standard Specifications: \\JHBIBOOK\Documents\Revs\SS
- c. QTPs, ATPs and ATP computer programs: \\JHBIBOOK\Documents\Revs\ATP
- d. Assembly and Manufacturing Procedures: \\JHBIBOOK\Documents\Revs\MP

	A	B	C	D
1			FDZZX	
2			SPLINGE PIN	NEW REV
3			FDZZX REV A	
4				
5	REVISION	DATE	REASON FOR CHANGE	DESCRIPTION OF CHANGE
6	B	9/31/12	Customer Request to add pilot hole.	Added Ø.094 and associated dims
7	A	2/30/10	To improve fit with mating assembly	1) Ø.235/236 was Ø.237/240 (Zone B-2). 2) Added 30° lead-in (C4).
8	~	6/31/09	Initial Release	Initial Release

  

	E	F	G	H	I	J
1						
2						
3						
4						
5	EFFECTIVITY	NOTIFY CUST?	REQ BY:	CHANGE BY:	CHECK BY:	QC APP:
6	Rev A parts depleted. All new orders to comply.	Y	Ace Aero(JS)	CD	AB	JS
7	All Rev NC parts to be reworked. All Orders after 3/1/10 to comply.	Y	FX	AB	CD	JS
8	Initial Release					

**FIGURE 1, Sample DCN Spreadsheet shown in two segments**

Information	Description	Location
<b>Document Number</b>	Part Number for detail parts, SS--- for Standard Specifications, ATP----- for Acceptance Test Procedures, MP----- for Manufacturing Procedures, etc.	C1
<b>Name</b>	For a Detail Part, this is the title of the Drawing as it appears in the title block or Master Parts List description. For Specifications and Procedures, it is the document title. For Parts Lists, the title is "Parts List."	C2
<b>Latest</b>	Information for the most recent revision	Row 6
<b>Revision</b>	Latest Revision level	A6
<b>Date</b>	The date (in text format) the document is revised, in the form DD/MM/YY. For new revisions, the date will be automatically added.	B6
<b>Reason for Change</b>	Why is the document being revised? Request by Manufacturing, Engineering, Assembly, Customer or vendor? Error(s), ease of manufacturing, design evolution, next level assembly change? Brief summary goes here.	C6
<b>Description of Change *</b>	What was done to the document. Information here should be sufficient to reconstruct earlier revisions, lacking an original but given a current copy of the document. Multiple changes should be itemized. Details of deletions are necessary, although details of additions need only be referenced. If, in the opinion of the project manager, the change is sufficiently extensive, the earlier revision can be saved as a computer file and only referenced here.	D6
<b>Effectivity</b>	Disposition of existing parts and phase-in point of new revision. Typically, this is one of <b>five</b> entries: rework, use as is, scrap, recall, or none exist (when no parts of the existing revision remain). Phase in point can be a work order number, serial number, date, purchase or manufacturing order. Reworked parts are to be reinspected per SS00V, <i>Inspection</i> .	E6
<b>Notify Cust?</b>	In the judgment of the cognizant project engineer or program manager, is the customer to be notified? <u>Yes</u> , <u>No</u> , or <u>NA</u> entries are possible. Component may be used on several products.	F6
<b>Request By</b>	Who requested the change? Can be internal, customer or vendor. Identify individual.	G6
<b>Change By</b>	Who performed the revision	H6
<b>Check By</b>	Name or initials of cognizant project engineer or program manager: checks for technical validity, customer compliance (if applicable) and approves the change.	I6
<b>QC Approval</b>	Name or initials of Quality representative: approves format and completeness	J6

**TABLE 2, Document Change Notice Components and Spreadsheet Location**

\* If a change involves a feature with drawing geometric symbols that are not easily represented by text, the abbreviations of Table 3 can be used as substitutions. Beyond the abbreviations shown, any abbreviation can be used, provided it is understandable.

<i>Condition</i>	<i>ASCII abb.</i>
Max Material Condition $\text{M}$	MMC
Least Material Condition $\text{L}$	LMC
Diameter Symbol $\text{Ø}$	(Alt + 0216)
True Position $\text{TP}$	TP
TABLE 3, Geometric Symbol Representation	

## 5) GENERAL REVISION PROCEDURE

- All documents exist as computer files. Save the current release of the document to be revised with an interim filename. For example, if Gangle Plate FDZZX is to be revised from B to C, save drawing FDZZXB\_Gangle\_Plate.dwg as Prelim\_FDZZXC.dwg. Filenames for documents in-process are optional but the must not have the same name as the final documents.
- See that the original is filed under its own name in a history file or directory.
- Make the changes. Forward preliminary versions as necessary for review.
- The drawing is not given its final filename until the Document Change Notice is complete per Section 4 and Table 2. Save the DCN file to the directory referenced in 4.5.
- For Revisions after A, see Paragraph 5.1.

### 5.1) Subsequent Revisions

- The revision level is given by letter (located in A6, as seen in Table 2) value – see 4.3. At initial revision, the level is A. For Subsequent revisions follow this procedure:
- \* Insert a blank line in the spreadsheet at Line 6. Lines 1 through 5 do not change. All the lines below 6 move down by one.
- \* Write the date in Cell B6, using MM/DD/YY format as described on Table 2.
- Write the new revision level, as described in Paragraph 4.3, in Cell B6.
- Fill in the remaining information, Row 6, Cells C-J, as described in Table 2. The Changer and Approval (Cells H6 and I6) should be different individuals.
- Save the DCN file to the directory referenced in 4.5.

\* Most blank DCNs spreadsheets or copies of existing DCNs will have a “NEW REV” button that will create a new revision line and fill in the date automatically.

## **6) REVISIONS TO PARTS LISTS AND MANUFACTURING PROCEDURES**

Parts Lists and spreadsheet-based Manufacturing Procedures (MP) are unusual among documents because – both being spreadsheets – the Document Change Notice is integral with the document itself. They are separate sheets of the same spreadsheet file. As described in SS002, *Using Parts Lists*, a Parts List is also a spreadsheet file. A spreadsheet document has the only DCN that can show a No Change (~) revision. Beyond that, there is no difference from any other DCN. The format is the same as described in Section 4. For revision procedures to Parts Lists, see SS002.

### **6.1) Parts List Revision Criteria**

A Parts List is to be revised only if an item on its base level Bill of Materials is added, deleted or changed (including quantity change for an existing item). For example, If a Valve Assembly B4XYZ parts list has 22 parts, but some of those parts are subassemblies comprising other parts, PL\_B4XYZ will not change unless one its 22 parts is deleted, substituted, or part(s) are added. If one of the 22 parts is a subassembly, e.g. Bonding Spool Assembly PN QD99Z, that has a revision because of a subcomponent change, then drawing QD99Z is revised, but because there is no addition, deletion or change to B4XYZ, there is no change there. QD99Z is still one of the 22 parts.

### **6.2) Manufacturing Procedure Revision Criteria**

Revisions are required if the sequence, documentation references, dimensions or workstations change. Acceptance criteria remains the parent document.

## **7) REVISIONS TO PROCEDURES AND SPECIFICATIONS**

### **7.1) Section Revision**

Formal Procedures, including Standard Specifications, Acceptance Test Procedures and Qualification Test Procedures are often divided into Sections, which may have their own associated revision level, given in the Table of Contents. Section revisions are covered by the parent document revision, and do not carry separate Document Change Notices.

### **7.2) Revision Information**

A list of document revision dates, and a summary of the latest revision will be on either the first or second page of the document.

### **7.3) Change Indicators**

Some documents may have change indicators, to designate regions of changed text. These may be vertical lines in margins to the left of text, or boxed text. Any change indicator requirement will be in the specification's General Notes or introductory section.

### **7.4) Outside Submission**

Revisions to some procedures may require submission to customers, vendors or regulatory agencies. Any submission and approval requirements will be in the specification's General Notes or introductory section. The obligation to provide to a document revision does necessarily mean an approval is needed before document release.

#### **7.4.1) Responsibility for Outside Submission**

Unless otherwise specified, outside document revision submission is the responsibility of the noted departmental manager for the following document type:

- a. **Acceptance Test Procedure (ATP):** Engineering
- b. **Qualification Test Procedure (QTP):** Engineering
- c. **Standard Specification for Manufacturing Process:** Engineering or Manufacturing
- d. **Standard Specification for Training or Administration:** Quality or General Manager

## **7.5) Revisions to Acceptance Test Procedures**

### **7.5.1) ATP Revision Criteria**

If an ATP contains data sheets or computer test programs as subcomponents, those documents part of the parent ATP document. It is recognized that the ATP, component data sheets and computer test sequence undergo simultaneous development with the product itself. Because of this, prior to shipping the first product an ATP or test program may be changed as necessary without revision change, although the document date must reflect the date changed. After the initial post-prototype unit is shipped, the ATP and all included components are considered released and revision procedures of Section 5 apply.

### **7.5.2) Computer Test Programs**

Computer test programs may be stand alone documents or part of an Acceptance Test Procedure as described in 7.1. After the first product is shipped, revisions to the Acceptance Test Procedure are done through a Document Change Notice. Revisions to the computer sequence are covered by revisions to the ATP. Changes to a computer program that *do not affect acceptance criteria* (e.g. graphics, output format) *do not require a revision*. Changes that *affect acceptance criteria require a revision* to the parent ATP.

### **7.5.3) ATP and Data Sheet Revision Criteria**

Any change to an ATP *that affects acceptance criteria, test procedure, or test schematics requires a revision*. Any other change, such as reference information, clarification, or graphical change does not.

## **8) LINKING A REVISION TO THE MASTER PARTS LIST**

Our Parts List system will reach into the Revisions directory to find the latest revision level of documents and subcomponents. This ensures a Parts list contains up-to-date information. Link procedures are beyond the scope of this document.

## **9) DOCUMENT CHANGE REPORT**

A Document Change Report (DCR) of a Document Change Notice is a reference summary of a particular revision. This is an uncontrolled document for information only. It may be transmitted to customers or vendors as needed. DCN\_FORM.xxx (extension depends on parent software) allows the user to scroll through revisions of a chosen document and create a printable report. Figure 2 gives an Example.



<b>J.H. BUSCHER, INC.</b>	<b>Document Change Report</b>
227 F Thorn Avenue	of Document Change Notice
Orchard Park, New York 14127 USA	Part Number: FDWWZ
Phone: 716-667-2003 www.jhbi.com	Revision: A
CAGE 0YWD0	FLEXURE TUBE, .149 OD
	<b>Date:</b> 09/10/2002
<b>REASON FOR CHANGE</b>	
DESIGN EVOLUTION AFTER DEVELOPMENT PHASE, DRAWINGS CHANGED TO REFLECT ACTUAL PRACTICE.	
<b>DESCRIPTION OF CHANGE</b>	
1) ID WAS $\emptyset.110 \pm .001$ PRELAP, $\emptyset.1121/.1120$ POSTLAP. 2) OD WAS $\emptyset.1515/.1510$ PRELAP, $\emptyset.1502/.1501$ POSTLAP. 3) REMOVED NOTE 1 FLAGGING POSTLAP DIMENSIONS. 4) NOTES 1 & 2 WERE NOTES 2 & 3.	
<b>EFFECTIVITY</b>	
ALL WORK ORDERS AFTER 9/10/02. REV ~ TUBES CONFORMED TO REV A REQTS.	
	<b>NOTIFY CUSTOMER?</b> N
	<b>REQ. BY</b> JS
	<b>CHG. BY</b> AB
	<b>CHK. BY</b> KR
	<b>QC APP.</b> KR

**FIGURE 2, Document Change Report Example**