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**CONDUCT OF MAINTENANCE P 950
 OPERATIONS AND MAINTENANCE MANUAL**

TITLE: CONTROL PROCESS

<u>Name</u>	<u>Organization</u>	<u>Date</u>	<u>Signature</u>
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RECORD OF REVISIONS

Revision No.	Date	Description
0	08/28/98	Initial Issue
1	04/05/00	This revision reflects the conversion from a WordPerfect document into a Microsoft Word document, additional clarification of how to develop and control criterion, and the new Criterion Writer's Guide.
2	6/17/02	Rewriting of Control Process and incorporation of changes from Criterion 101 Writer's Guide Rev. 3
3	02/09/10	Formatting, changes to reflect current organization, updated references to higher level documents, added interim change process, changed approval signatures to Division Leader level.

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CRITERION 102 CONTROL PROCESS

1.0 PURPOSE

The purpose of this Criterion is to establish the minimum requirements and best practices for the submission, review processes, approval process, record management and distribution of Operations and Maintenance (O&M) Criterion at LANL.

This document addresses the requirements of P 315, *Conduct of Operations Manual*, and P 950, *Conduct of Maintenance*.

2.0 SCOPE

The scope of this Criterion includes the submission, review processes, approval process, record management and distribution of O&M Criteria at LANL.

3.0 ACRONYMS AND DEFINITIONS

3.1 Acronyms

EM	Engineering Manager
DOE	Department of Energy
FOD	Facility Operations Director
GL	Group Leader
LANL	Los Alamos National Laboratory
MM	Maintenance Manager
MP	Maintenance Programs
MSS	Maintenance and Site Services Division
NHHO	Nuclear and High Hazard Operations
O&M	Operations and Maintenance
OM	Operations Manager
PM	Project Manager
POC	Point of Contact
SME	Subject Matter Expert
TL	Team Leader

3.2 Definitions

None

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4.0 RESPONSIBILITIES

4.1 Author

Develop or revise criteria in accordance with this document and O&M Criterion 101 – Writer’s Guide

Review criteria on a three-year cycle. Revise as necessary to reflect changes in codes and standards.

Identify subject matter experts (SME) to be involved in the SME Review.

Resolve all comments that are submitted by the MSS-MP and SME reviews.

4.2 Author’s Division Leader

Responsible for assigning authors with subject matter expertise to O&M Criterion as requested by MSS-MP. Approves O&M Criterion written by authors in their Division.

4.3 Document Control Specialist

Manages the review process including distribution of O&M Criterion for review.

Distributes the O&M Criterion for approval signatures.

Maintains the O&M Criterion Notification List.

Notification of posting of approved and signed O&M Criterion and the URL link to those included on the O&M Criterion Notification List.

Responsible for document control and records management of the O&M Criterion

4.4 Engineering Manager (EM)

Review Criterion during the SME Review and submit comments to the Author.

4.5 FOD Representative

Responsible for collecting and providing input primarily on the operations aspects of the assigned O&M Criterion

Identify selected Maintenance Managers, Operations Managers, and Engineering Managers to participate in the SME Review.

4.6 Maintenance Manager (MM)

Review Criterion during the SME Review and submit comments to the Author.

4.7 MSS Division Leader

Approval of all criteria submitted.

4.8 MSS-Maintenance Programs (MP)

MSS-MP is responsible for using this Control Program to manage creation, updating and review of the O& M Criterion.

MSS-MP shall provide technical assistance to support implementation of this Criterion.

4.9 MSS-MP Group Leader (GL)

Review Criterion during MSS-MP Review and submit comments to the Author.

Approval Signature on final document.

4.10 MSS-MP Team Leaders (TL)

Responsible for determination of need for new criteria or approval for revised criteria.

Review criteria during MSS-MP Review and SME Review and submit comments to the Author

Final Review of each criterion.

4.11 NHHO Deputy Associate Director

Approval signature on final document

4.12 Operations Support Division Leader

Responsible for assigning a FOD Representative to the development or update of each O&M Criterion

4.13 Operations Manager (OM)

Review Criterion during the SME Review and submit comments to the Author.

4.14 Project Manager (PM)

Maintain O&M Criterion Schedule and Revision Status.

Work with GL and TL to determine need for new criteria, provide name and issue numbers for all new criteria.

Review each criterion prior to MSS-MP and SME reviews and provide comments to author for resolution.

4.15 Subject Matter Expert (SME)

Review criteria for technical accuracy and submit comments to the Author.

Web Master

Responsible for posting of approved and signed criteria on the LANL O&M Manual Master Document List webpage

5.0 PRECAUTIONS AND LIMITATIONS

5.1 Precautions

None

5.2 Limitations

None

6.0 REQUIREMENTS

Minimum requirements for all users are specified in this section.

7.0 CREATION OF NEW CRITERIA

7.1.1 Suggested criteria will be submitted to PM for determination of development, naming and numbering, and processing.

7.1.2 All new and revised criteria shall be prepared in accordance with requirements of this document and the latest revision of the O&M Criterion 101 – Writer’s Guide.

8.0 DOCUMENT REVIEW

8.1.1 New and revised criteria shall be sent through the following review cycles:

The MSS-MP Review shall include one of the TLs, the GL and other subject matter experts (SME) as identified by the Author.

The SME Review shall be comprised of the FOD Representative, selected Maintenance Managers, selected Operations Managers, selected Engineering Managers, and other selected subject matter experts (SME).

8.1.2 Review comments and their resolutions shall be recorded by one of the following methods:

Reviewers submit comments on the MSS Division Document Review Record Form ([http://int.lanl.gov/orgs/mss/docs/AP-PMSS-025-FM01%20Document Review Record%20Form1.doc](http://int.lanl.gov/orgs/mss/docs/AP-PMSS-025-FM01%20Document%20Review%20Form1.doc)). The Author records resolution of comments on the same sheet.

Reviewers may edit an electronic copy of the document with “track changes” turned on. The Author will note comment resolution by inserting “comments” in the reviewed document.

8.1.3 The Technical Writer shall send e-mail to all reviewers for each review cycle, listing criterion to be reviewed, persons to whom comments should be returned, date comments are due and the person to contact should there be any questions, URL link for criteria location and required Comment Form (Appendix A).

8.2 Interim Changes

Interim changes are editorial corrections and/or clarification of the text or forms. Interim changes may be made by following the instructions on the Interim Change Notice form (Appendix B)

8.3 Variance Requests

Requested variances to these requirements shall be prepared and submitted to MSS-MP for review and approval. The MSS Division Leader approves or denies variances.

9.0 RECOMMENDED AND GOOD PRACTICES

None

9.1 Guidance

None

10.0 REQUIRED DOCUMENTATION

10.1 Review Documents

All review documents and comment forms with resolutions shall be maintained in electronic format under the individual criterion name and number. Hard copy markups shall be scanned and maintained electronically.

10.2 Issuing Documents

Obtain approval signatures from the Criterion Author, Author's Division Leader, NHHO Deputy Associate Director, and the MSS Division Leader.

Post the document on the Web and notify those on the O&M Criterion Notification List of a new or revised document:

Upon posting to the Web page the O&M Criterion become part the P 950 Conduct of Maintenance, Operations and Maintenance Manual.

10.3 Document Maintenance

Maintenance of the O&M Criterion documents is a continuing responsibility of MSS-MP from the time the document is published.

Each document shall be reviewed within three years of the date of initial issue, and as a three-year cycle thereafter. Revisions are allowed at any time based on need.

Editorial changes, which have no technical or administrative impact, will be promulgated in the criteria through the Technical Writer without revision number change, simply a notation on the Revision page of the criterion.

EXAMPLE: Numbering changes in referenced DOE order, organization acronym change, etc.

10.4 Criterion Type & Numbering System

The following sections are identified in the Criterion Manual:

Section No.	Criterion Type
100	O&M Criterion Administration
200	O&M Maintenance Management Administration
300	Utilities & Infrastructure
400	Mechanical Systems and Equipment
500	Electrical Systems and Equipment
600	Structural/Building Systems
700	Fire Protection Systems and Equipment
800	Instrumentation and Controls

10.5 Revision Numbering

During the development stage and review cycles, revisions will be assigned the next numerical revision number followed by a lower case letter, i.e.; Rev: 1a, Rev: 1b, Rev: 1c...etc.

Revisions will be tracked from Rev: 0 (Initial issue), Rev: 1, Rev: 3, etc. upon issuance.

10.6 Record Keeping

MSS-DO shall maintain hard copy and electronic copy in the Division Document Control System. Hard copy documents shall be scanned and maintained electronically.

Records to be maintained shall include:

Initial drafts of each criterion and all comment sheets with author resolution.

Documents utilized to draft the criterion. Hard copy documents shall be scanned and stored electronically.

Copies of all materials used to develop the criterion shall be stored electronically and be available to MSS-MP for reference.

Other pertinent information such as memos, e-mails and meeting minutes as necessary

Two superseded signed criteria will be saved in scanned versions with signed signature page in the MSS-DO Document Control System.

The signed original of all approved criteria shall be filed in the MSS Division Office

11.0 REFERENCES

The following references, and associated revisions, were used in the development of this document.



Conduct of Maintenance (P 950)
Operations and Maintenance Manual
Control Process

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11.1.1 P 950, Conduct of Maintenance

11.1.2 P 315, Conduct of Operations Manual

11.1.3 P 1020-2, Laboratory Document Control Program

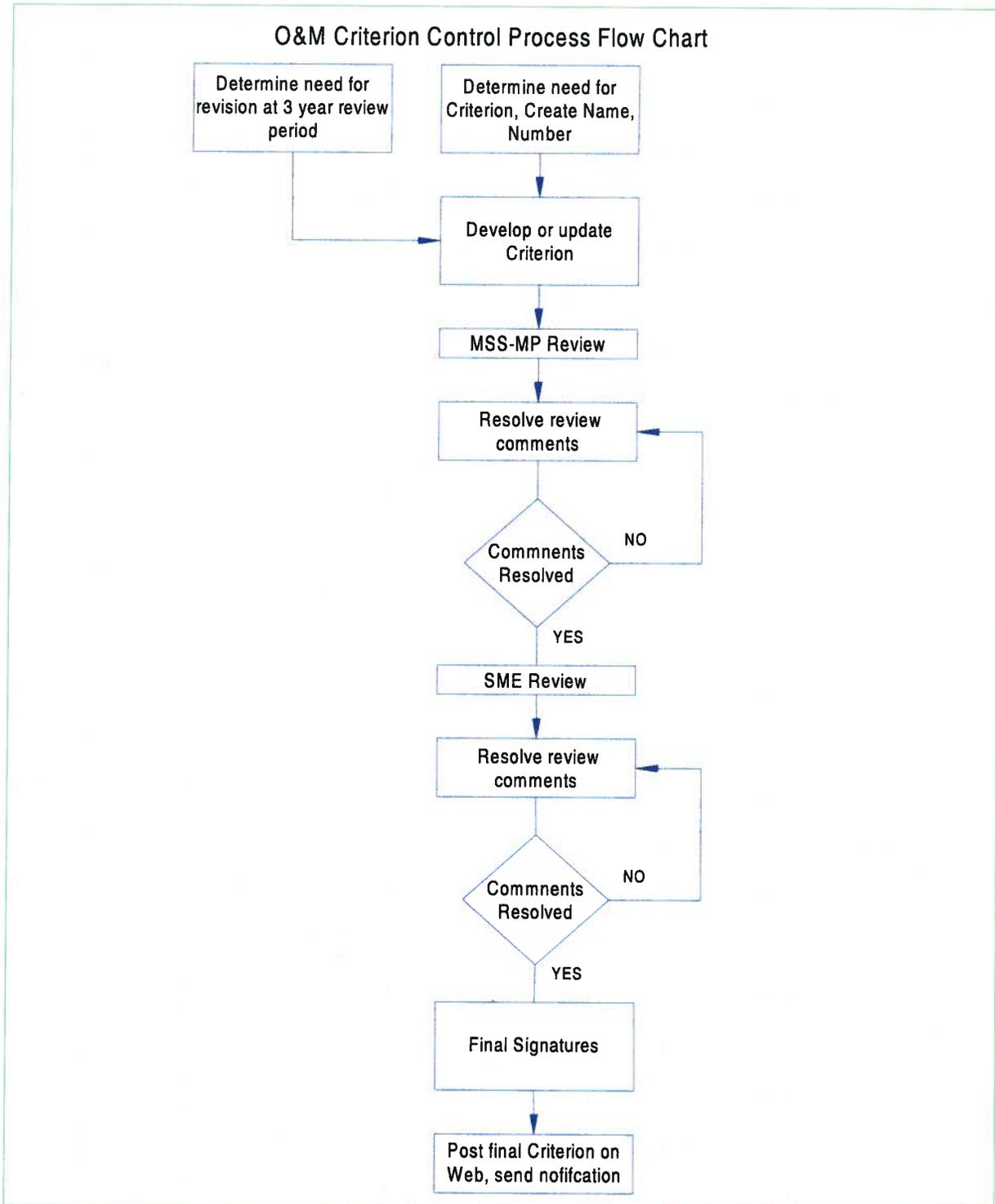
11.1.4 MSS Division Document Review Record Form (AP-PMSS-025-FM01)

12.0 APPENDICES

Appendix A: Criterion Flow Chart

Appendix B: Interim Change Notice

Appendix A





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Control Process
Interim Change Notice (Appendix B)

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1.0 Preparation

ICN Number:	Approval Date:	Original Expiration Date:	Revised Expiration Date:
O&M Criterion Number:	O&M Criterion Title:		O&M Criterion Revision:

Interim Change Applicability

Interim Change Description:

2.0 Approvals

Name	Organization	Date	Signature
Roger A. Cardon MSS-MP Eng. Manager	ES-NNF		
Greg Melton MSS-MP Group Leader	MSS-MP		
Troy Belyeu MSS-DDL	MSS-DO		

3.0 Extension of Interim Change Notice

Justification:

Name	Organization	Date	Signature
Greg Melton MSS-MP Group Leader	MSS-MP		



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Interim Change Notice (Appendix B)

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**INSTRUCTIONS FOR COMPLETING O&M Criterion
INTERIM CHANGE NOTICE FORM.**

GENERAL

The purpose of this form is to document O&M Criterion action requests.

MSS-MP Engineering Manager is responsible for completing this form unless noted otherwise in the instructions below.

1.0 Preparation

ICN Number: Enter the Interim Change Notice (ICN) Number. The ICN number format is as follows:

ICN-xxx; where xxx is the sequential number assigned by the MSS-MP Engineering Manager.

MSS-MP maintains an ICN Log. The ICN Log has the following fields:

- ICN Number
- O&M Criterion Number
- O&M Criterion Title
- O&M Criterion Revision
- Approval Date
- Original Expiration Date
- Revised Expiration Date
- Status of the ICN (i.e. In-progress, Approved, Expired)

Approval Date: Enter the date on which the MSS-MP Group Leader approved the ICN.

Original Expiration Date: Enter the date when the Interim Change Notice expires.

Revised Expiration Date: Upon approval of the Interim Change Notice extension by the MSS-MP Group Leader, enter the revised expiration date.

Interim Change Applicability: Describe the applicability of the Interim Change Notice. Interim Change Notice may apply to:

- A particular facility, or
- A particular project.

Interim Change Description: Describe interim changes to the O&M Criterion, or list and attach changed pages of the O&M Criterion to the Interim Change Notice. Watermark changed pages with the ICN Number.

2.0 Approvals

MSS-MP Engineering Manager signs and dates the ICN signifying that interim changes are correct and complete.

MSS-MP Group Leader signs and dates the ICN signifying that the interim changes to the O&M Criterion are valid and are ready for implementation for their intended purpose.

After obtaining signature of the MSS-MP Group Leader, the MSS-MP Engineering Manager forwards the ICN with

attached pages (if any) to the MSS Document Control Specialist.

MSS Document Control Specialist enters the approval date on the ICN, verifies that the ICN is complete and the changed sheets of the administrative procedure (if any) are attached.

MSS Document Control Specialist updates the ICN log, posts the ICN on the MSS web, notifies the users, and files the ICN as a record.

3.0 Extension of Interim Change Notice

When extension of the ICN expiration date is necessary, the MSS-MP Engineering Manager provides the justification for extension of the ICN.

MSS-MP Group Leader signs and dates signifying agreement with the requested extension of the ICN.

After obtaining signature of the MSS-MP Group Leader, the MSS-MP Engineering Manager forwards the ICN to the MSS Document Control Specialist.

MSS Document Control Specialist enters the revised expiration date on the ICN, verifies that the ICN is complete.

MSS Document Control Specialist updates the ICN log, posts the ICN on the MSS web, notifies the users, and files the ICN as a record.