

	<p align="center"><i>Conduct of Maintenance (P 950)</i> Operations and Maintenance Manual Control Process Interim Change Notice (Appendix B)</p>	<p align="right">Criterion 102 R3 Page 12 of 13</p>
---	---	--

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		



Conduct of Maintenance (P 950)
Operations and Maintenance Manual
Control Process
Interim Change Notice (Appendix B)

Criterion 102 R3
Page 13 of 13

**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.