

Section 200 – Item Numbering and Labelling

Rev. 1, 12/21/21

FM01, CMMS Change Approval Form Instructions (I)

INSTRUCTIONS

- Follow ESM Chapter 1 Section 200 and workbook instructions for data requirements.
- CMMS Upload Workbook and/or CMMS Parameters Workbook sheet(s) should be attached to this form to create a complete record.
- The form (and change approval method in general) may be modified by FDARs so long as all salient features are retained; these include key information and approvals from the same functions shown on the form. Share modified approval forms/formats with Chapter 1 POC.

Step	Topic	Explanation
1.1	FOD #	Enter FOD number (see "Facility" in Upload Workbook)
For 1.1-1.5, data is defined by CMMS Upload Workbook (field req'ts tab)		
1.2	TA	Enter Technical Area(s). If no single TA use 99; use INFR for infrastructure.
1.3	Building(s)	Enter affected building, MULT for multiple. Utilities typically use 0000; see "Unit" in Upload Workbook.
1.4	Operating System ID(s)	Enter affected Opsys IDs. (see Section 210 tab in Upload Workbook for listing)
1.5.a	System ID(s)	Enter affected System IDs. (as above, see Section 210 tab)
1.5.b	System name(s)	Optional field to enter full system names corresponding to System IDs. Only include legacy (pre-realignment) names and/or IDs as well if indicated as such and helpful.
Fields 1.6-1.11 are mandatory for TA-55. For others, usage is by FDAR discretion (N/A where not used)		
1.6	Associated MLD No(s).	Systems (and items in some cases) require an MLD; see AP-341-502, <i>Management Level Determination</i>
1.7	MLD updates	When MLDs are impacted by the change, indicate if have they been developed or updated.
1.8	Procedure updates	When procedures are impacted by the change, indicate if have they been developed or updated.
1.9	PM/PdM	When preventive or predictive maintenance needs are affected, indicate if MSS's AP-MNT-006 Attachment A, <i>PM/PdM Justification</i> , has been completed.
1.10	P&IDs	Indicate whether P&IDs affected by the change have been updated.
1.11	Labels	Indicate whether affected labels are updated.
1.12	Equipment Status	Indicate item status; definitions in "(Equipment) Status" field of CMMS Upload Workbook (field req'ts tab)
1.13	Other comments	Enter anything else relevant or N/A.
2.1	Change justification	Explain what drove the need for change. Design Change Form (AP-341-517); DRN/FCR per AP-341-519 Design Revision Control; RPE per AP-341-503 on Replacement Items.
2.2	Submitted by	Enter your personal information. Submitter may be anyone.

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3.0	Approvers	<p><u>Responsible Engineer</u> is the Cognizant System or Process System Engineer when assigned, other System or Plant Engineer otherwise. <u>MEL Managers</u> are not everywhere (N/A as required; <i>TA55, WFO have one</i>). <u>FDAR</u>: For programmatic systems not subject to PD340, FDAR approval is N/A but responsible manager should sign. <u>MEL Administrator</u> is a defined profile in CMMS that performs data entry.</p>

Control documents and records per P1020-2, Laboratory Document Control, and P1020-1, Laboratory Records Management.