

Section 200 – Item Numbering and Labelling

Rev. 0, 01/28/21

FM01, CMMS Change Approval Form Instructions

INSTRUCTIONS

- Follow ESM Chapter 1 Section 200 and worksheet instructions for data requirements.
- CMMS Upload Worksheet and/or CMMS Parameters Workbook sheet(s) must be attached to this form.
- Fields and approval signatures on this form are REQUIRED for nuclear facilities; N/A only when not applicable. Otherwise, the form may be modified in other ways to fit the needs of the user so long as the user retains all salient features; these include minimum information and reviews and approvals from the same functions shown on the form.

Step	Topic	Explanation
1.1	FOD #	Enter FOD number (see "Facility" in CMMS Field Definitions)
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 CMMS Field Definitions.
1.4	Operating System ID(s)	Enter affected Opsys IDs. (see Section 210)
1.5	System ID(s)	Enter affected System IDs. (see Section 210)
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 needs	When preventive or predictive maintenance needs are affected, indicate if MSS's AP-MNT-006 Attachment A-1, <i>PM/PdM Justification for System Engineers</i> , has been completed (or A-2 done by maintenance managers or Process Engineers).
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 Section 200 Att 1 CMMS Field Requirements "(Equipment) Status" field
1.13	Other comments	Enter anything else relevant or N/A.
1.14	Submitted by	Enter your information. Submitter may be anyone.
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.
3.0	Approvers	Responsible Engineer is the Cognizant System or Process System Engineer when assigned, other System or Plant Engineer otherwise. MEL Managers are not everywhere (N/A if not; <i>FOD1 has one</i>). MEL Administrator is a defined profile.

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