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| 1. **software change REQUEST INFORMATIOn (Completed by requestor)** | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 Software Name and Version: | | |  | | | | | | 1.2 Request Date: | | | | | Click here to enter a date. | | | | | 1.3 Requested By Date: | | | | Click here to enter a date. |
| 1.4 Requestor:*(Name, Z Number if applicable, Organization)* | | | | | | | | | | | | | | | | |  | | | | | | |
| 1.5 Software Owner (SO):  *(Name, Z Number if applicable, Organization)* | | | | | | | | | | | | | | |  | | | | | | | | |
| 1.6 Software Change Request Title: | | | | | | | | | |  | | | | | | | | | | | | | |
| 1.7 TA No.: | |  | | | | 1.8 Facility No(s): | | | | |  | | | | | 1.9 Facility Name(s): | | | | |  | | |
| 1.10 Type of Reason for Change: | | | | | | | | Defect | | | | | | | | Requirement Change | | | | | | | |
| 1.11 Reason for Change Request: | | | | | | | | | | | | | | | | | | | | | | | |
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| **2.0 software change REQUEST DEVELOPMENT (Completed by SO)** | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 SWID No.: |  | | | | 2.2 Software Designation: | | | | | | Select from drop down menu | | | | | | | 2.3 Assoc. Management Level (ML): | | | | | Select from drop down menu |
| 2.4 Type of Change: | | | | | | | | | | | Major | | | | | | | Minor | | | | | |
| 2.5 Change Description: | | | | | | | | | | | | | | | | | | | | | | | |
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| 2.6 Software Change Impact/Risk Description: | | | | | | | | | | | | | | | | | | | | | | | |
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| 2.7 Affected Software Baseline - Documents | | | | | | | | | | | | | | | | | | | | | | | |
| Document No. (including revision) | | | | Document Title | | | | | | | | | | | | Document Description | | | | | | | |
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| 2.8 Affected Software Baseline – Computer Programs | | | | | | | | | | | | | | | | | | | | | | | |
| Computer Program File Name (Including revision) | | | | | | | | | | | | | | | | Computer Program Description | | | | | | | |
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| 2.9 Planned Type of Verification and Validation (V&V) for the Change | | | | | | | | | | | | | | | | | | | | | | | |
| Review(s): | | | | | | | Test(s): | | | | | | Alternate Calculation(s): | | | | | | | | | | |
| 2.10 Verification and Validation ( V&V) Description: | | | | | | | | | | | | | | | | | | | | | | | |
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| 2.11 Is this software used for control in a hazard category 2 or 3 nuclear facility, high hazard nonnuclear facility, moderate hazard nonnuclear facility, and/or accelerator facility? | | | | | | | | | | | | | | | | | | | | | | Select from drop down menu | |
| If “No” is indicated, go to Step 3.1. If “Yes” is indicated, go to Step 2.8. | | | | | | | | | | | | | | | | | | | | | |
| 2.12 Does this software change require engagement of the evaluation processes of SBP-15-351, *Design Basis or Safety Basis Change Review* or other safety basis (SB) reviews? | | | | | | | | | | | | | | | | | | | | | | Select from drop down menu | |
| If “No” is indicated, go to Step 3.1. If “Yes” is indicated, complete safety basis evaluation(s), before approval for use (Section 6.) and go to Step 2.9. Consider completing evaluations before proceeding further. | | | | | | | | | | | | | | | | | | | | | |
| 2.13 Design basis and/or safety basis evaluation(s) document number(s): | | | | | | | | | | | | | | | | | | | | | |  | |
| **3.0 software change REQUEST REVIEW AND aCCEPTANCE/REJECTION (completed by SRLM and as required, fdar or da)** | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 Software Responsible Line Manager (SRLM) Review and Acceptance/Rejection | | | | | | | | | | | | Accepted  Accepted with Comments  Rejected | | | | | | | | | | | |
| If “Accepted with Comments” or “Rejected” is indicated, then provide comments or justification below: | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2 SRLM: *(Name, Z Number if applicable, Organization, Signature, and Date)* | | | | | | | | | | | | | | | | | | | | | | | |
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| 3.3 FDAR or DA Review and Acceptance (required only for major changes of software used for administrative control in a LANL facility)  If “Accepted with Comments” or “Rejected” is indicated, then provide comments or justification below: | | | | | | | | | | | | | | | | | | | | NA  Accepted  Accepted with comments  Rejected | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 3.4 FDAR(s) or DA : *(Name, Z Number, Organization, Signature, and Date)* | | | | | | | | | | | | | | | | | | | | | | | |
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| **4.0 Software Change implementation (completed by SO)** | | | | | | | | |
| 4.1 Change Implementer(s): *(Name, Z Number if applicable, Organization, and Date of Implementation)* | | | | | | | | |
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| 4.2 Design Organization Reviewing Software Design Change: | | | Select from drop down menu | | | | | |
| 4.3 Implemented Change Description: | | | | | | | | |
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| **5.0 Software Change Verification and Validation (V&V) & Request for approval for use (completed by so)** | | | | | | | | |
| 5.1 The software change has been V&V’d in accordance with the attached V&V planning documentation. The approval for use requirements of Chapter 21 associated with this change have been satisfied. The revised software baseline (without SRLM signature), V&V results, and as required, other supporting approval for use documentation associated with this change is attached. Approval for use is requested. | | | | | | | | |
| SO:*(Name, Z Number if applicable, Organization, Signature, and Date)* | | | | | | | | |
|  | | | | | | | | |
| **6.0 change acceptance and approval for use (COMPLETED BY SRLM AND AS REQUIRED, FDAR OR DA)** | | | | | | | | |
| I (a) accept the software change; (b) attest that the software change and the approval for use requirements of Chapter 21 have been satisfied; and, (c) attest that the software is ready to be used in its intended operating environment. | | | | | | | | |
| 6.1 Software Responsible Line Manager (SRLM) Review and Acceptance | | | | | Approved for Use | | Rejected | |
| If “Rejected” is checked, then provide reason below: | | | | | | | | |
|  | | | | | | | | |
| 6.2 SRLM: *(Name, Z Number if applicable, Organization, Signature, and Date)* | | | | | | | | |
|  | | | | | | | | |
| 6.3 FDAR or DA Review and Acceptance (for major changes only) | | | | Not Applicable (NA) | | Approved for Use | | Rejected |
| If “Rejected” is checked, then provide reason below: | | | | | | | | |
|  | | | | | | | | |
| 6.4 FDAR or DA: *(Name, Z Number, Organization, Signature, and Date)* | | | | | | | | |
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| **7.0 ATTACHMENTS** | | | | | | | | |
| 7.1 Attachment No. | | 7.2 Attachment Title | | | | | | |
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| **8.0 Revisions** | | | | | | | | |
| 8.1 Revision No. | 8.2 Date | 8.3 Revision Description and Reason for Revision | | | | | | |
|  | Click here to enter a date. |  | | | | | | |