SSC Software Change Package Form (SWCP)

[Enter Software Name Here]

SWCP No.:	Rev.:	Page 1 of 5

1.0 ASOFTWARE CHANGE REQUEST INFORMATION (COMPLETED BY REQUESTOR)

1.1 Software Name/Version:		1.2 Request Date:		1.3 Requested by 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 Describe Change or Defect and Initiating Source; Provide Rationale for Change:					

2.0 SWCP DEVELOPMENT (COMPLETED BY SE)

2.1 Associated SSC hardware modification (number[s], title[s]):					
2.2 Facility Hazard Category (HC):		2.3 PID No.			
2.4 System ID Acronym:		2.5 System Title:			
2.6 SWID No.:		2.7 Assoc. Management Level (ML) (SWCP Not Mandatory for ML4):			
2.8 Type of Change:	☐ Major		☐ Minor		☐ NA
2.9 Software Developer:					
2.10 SWBL to be Changed (Number, revision):					
2.11 Change Description Summary:					
2.12 Software Change Impact/Risk Description:					

2.13 Software Baseline Document Changes

Document No. (including revision)	Document Title	Document Change Description

2.14 Software Baseline Computer Program (Including Database and Configuration File as Applicable) Changes	
Computer Program File Name (Including revision)	Computer Program Change Description

2.15 Planned Type of Verification and Validation (V&V) for the Change

☐ Simulated Environment Testing ☐ Operating Environment (Acceptance) Testing
☐ Alternate Calculation(s) ☐ CGD ☐ Review(s)

3.0 SWCP REVIEW AND APPROVAL FOR FURTHER DEVELOPMENT (COMPLETED BY FDAR WITH SUPPORT FROM SE AND PSE-IM)

3.1 Interim Review Comments and Dispositions	☐ NA ☐ See Attachment
3.2 Will this software change require Safety Basis (SB) review/processing per the following SB procedures?	☐ SBP 114-9 ☐ SBP 112-3 (USQ) ☐ SBP 113-3 (USI) ☐ NA ☐ Other _____
3.3 FDAR Review and Approval	☐ Approved ☐ Rejected

If "Rejected" is indicated, then provide comments or justification below:

3.4 FDAR : (Name, Z Number, Organization, Signature, and Date)

4.0 MAKE COMPUTER PROGRAM CHANGES AND V&V (IMPLEMENT) (COMPLETED BY SE WITH SD, PSE-IM, AND REVIEWER SUPPORT)

4.1 **Computer program** changes made by: *(Name, Z Number if applicable, Organization, Date):*

4.2 Acceptable SWCP testing completed and attached:

4.3 Review	Review Required? (Check all that apply)	Reviewer Name	Reviewer Z No.	Reviewer Signature and Date
DC/RO	☐			
Safety Basis per SB 114-9	☐			
SE	☐			
FDAR	☐			
Operations	☐			

Original Design Org.	☐			
Alternate Design Org.	☐			
Other	☐			
Other	☐			

5.0 USQ/USI PROCESSING (COMPLETED BY SE WITH SUPPORT FROM SAFETY BASIS)

5.1 USQ/USI Number/Rev./ Title:		5.2 USQ/USI Date:	

6.0 APPROVAL FOR RELEASE TO WORK AUTHORIZATION ORGANIZATION (COMPLETED BY SE WITH PSE-IM AND REVIEWER SUPPORT)

The SWCP has been developed and successfully V&V'd per Chapter 21 or approved software plan, including acceptable disposition of review comments. The SWCP is approved for release to the work authorization organization for work authorization development and implementation in the facility-operating environment.

6.1 SE: (Name, Z Number if applicable, Organization, Signature, and Date)

6.2 Verifier: (Name, Z Number if applicable, Organization, Signature, and Date)

6.3 FDAR: (Name, Z Number if applicable, Organization, Signature, and Date)

6.4 Cancelation Information:

SWCP Canceled?	Cancelation Date:	Reason for Cancelation:

7.0 IMPLEMENT AND ACCEPTANCE TEST IN THE FACILITY OPERATING ENVIRONMENT (COMPLETED BY SE WITH SUPPORT FROM OTHERS)

7.1 Installer Name, Z number, Organization and Date of Installation in the Facility Operating Environment:

7.2 The SWCP has been successfully implemented and tested in the facility operating environment per Chapter 21 (or approved software plan) and work authorization documents. I (a) approve the SWCP and attest that the; (b) acceptance testing in the facility operating environment and approval for use requirements of

Chapter 21 or approved software plan have been satisfied; and, (c) software is ready for use as intended in the facility operating environment.	
SE: *(Name, Z Number if applicable, Organization, Signature, and Date)*	
7.3 Approved for Use (Released) Computer Program Version:	
7.4 Approved for Use SWBL No. and Revision:	

8.0 ATTACHMENTS (COMPLETED BY SE)

8.1 Att. No.	8.2 Attachment Title

9.0 REVISIONS (COMPLETED BY SE WITH SUPPORT FROM OTHERS)

9.1 Rev. No.	9.2 Summary Revision Description and Reason for Revision	9.3 (Release) Date

10.0 SWCP CLOSURE (COMPLETED BY SE WITH SUPPORT FROM FDAR AND PSE-IM)

10.1 SWCP changes have been incorporated into the documents listed in the SWBL.	SWBL No./Rev.:	Date:

10.2 Associated documents and/or actions have been processed to acceptable completion per the process shown:

Associated Document:	Applicable?		Doc. No./Rev.:	Closure Date:
	Yes	No		
Technical Baseline per AP-341-405/AP-341-616	☐	☐		
Nonconformance Reports (NCR) per P330-6	☐	☐		
Issues per P322-4	☐	☐		
Safety Basis documents per SBP 114-5	☐	☐		
Maintenance procedures per facility document control procedure	☐	☐		
Operational procedures per facility document control procedure	☐	☐		
Training and associated training documentation per facility training procedures	☐	☐		

10.3 SE: (Name, Z Number, Organization, Signature, and Date)

10.4 FDAR (N/A when Minor Change): (Name, Z Number, Organization, Signature, and Date)