OAK RIDGE National Laboratory

Design Change Approver (DCA) and Drawing Stamps

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U.S. DEPARTMENT OF ENERGY

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FOR THE US DEPARTMENT OF ENERGY

We are implementing a Design Change Approver role to ensure drawings are ready before work begins

- What do we mean by Design Approval?
- Design Approval process steps
- List of Design Change Approvers (DCAs)
- Role of the Document Control Center (DCC)
- Role of downstream Gatekeepers
- Drawing release and Stamps

Design Change Approval is the process by which we assure new designs or changes to existing designs (on paper or in the field) are:

1. Adequately reviewed,
2. Formally approved, and
3. Properly documented before fabrication, procurement, or making physical changes in the field

Staff already do this today – we want to clarify details and make sure it happens as early in the process as it should

Staff authorized to approve design changes are **Design Change Approvers (DCAs)**

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The process relies on DCA approval to authorize the DCC to apply an ‘Released’ stamp to drawings

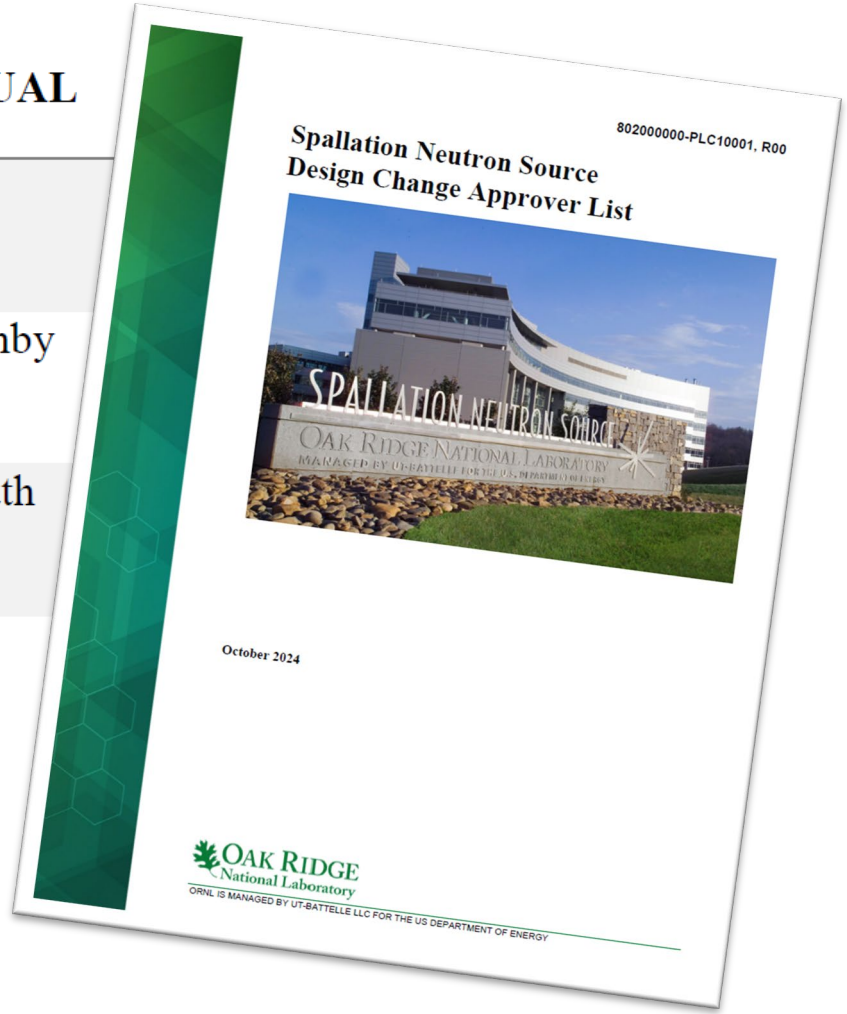
1. Staff complete design and obtain appropriate stakeholder/SME reviews
2. Design Change Approver (DCA) approves the Design Change Notice (DCN) or advanced procurement document
3. Staff submit approved package to Document Control Center (DCC)
4. DCC issues the new revision in EDRM with “Released” stamp applied in the pdf file
5. Downstream gatekeepers ensure the stamp is on the drawing prior to procurement, fabrication, or field work

NOTE: For urgent work, the DCA may apply a manual “Approved” stamp to allow work to proceed while formal approval is pursued

The DCAs have been authorized by the Division Directors in the *SNS Design Change Approver List*

Neutron Scattering Division

TECHNICAL AREA	ORGANIZATIONAL ROLE	INDIVIDUAL
Sample Environment and User Labs	Neutron Scattering Division, Sample Environment and User Labs Section	Gary Lynn
SNS Beamline Operations	Neutron Scattering Division, SNS Beamline Operations Section	Kevin Hamby
HFIR Beamline Operations	Neutron Scattering Division, HFIR Beamline Operations Section	John Carruth



The DCAs have been authorized by the Division Directors in the *SNS Design Change Approver List*

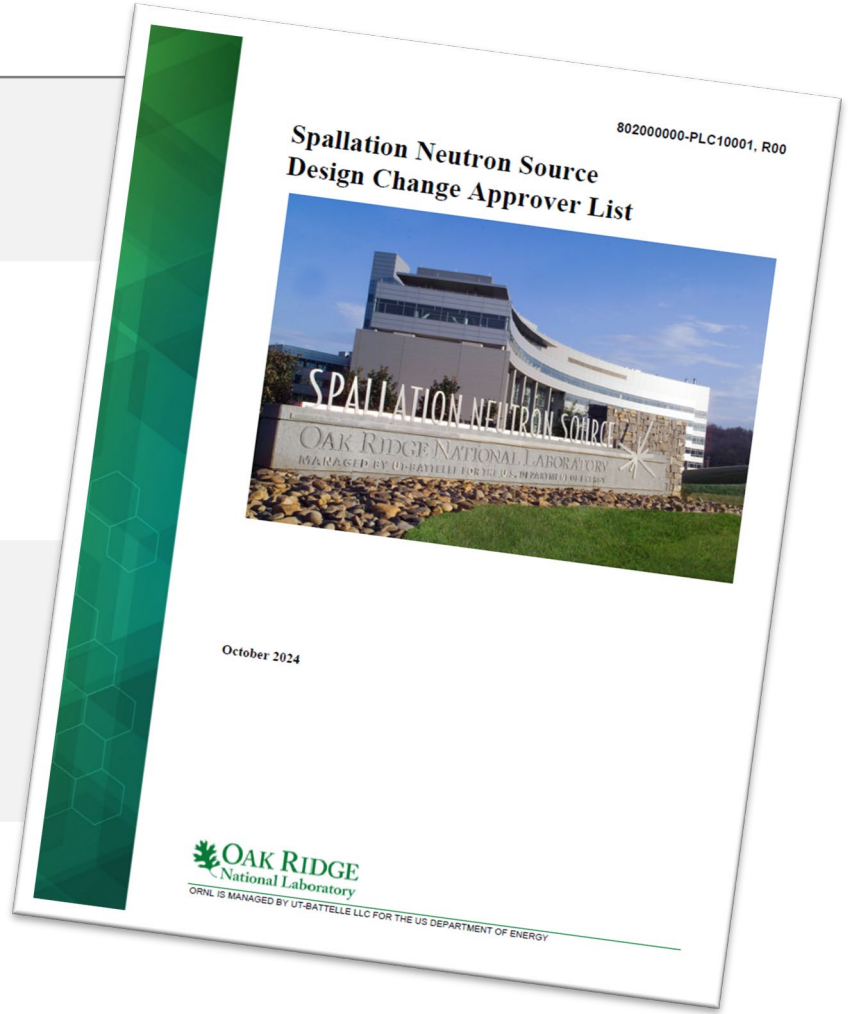
Neutron Technologies Division

TECHNICAL AREA	ORGANIZATIONAL ROLE	INDIVIDUAL
Neutron Technologies	Neutron Technologies Engineering Section	Mark Lyttle
Instrument Engineering	Neutron Technologies Engineering, Instrument Engineering Group	Amy Jones
Source	Neutron Technologies Engineering, Source Development and Engineering Group	Drew Winder
Data Acquisition	Neutron Instrument Technologies	Georg Ehlers
Site Services	Neutron Technologies Engineering, Site Services Section	Robert Eason
SNS Fab Shop	Limited to user support fabrication scope	Robert Marrs
HFIR Fab Shop	Limited to user support fabrication scope	Jon Smith

The DCAs have been authorized by the Division Directors in the *SNS Design Change Approver List*

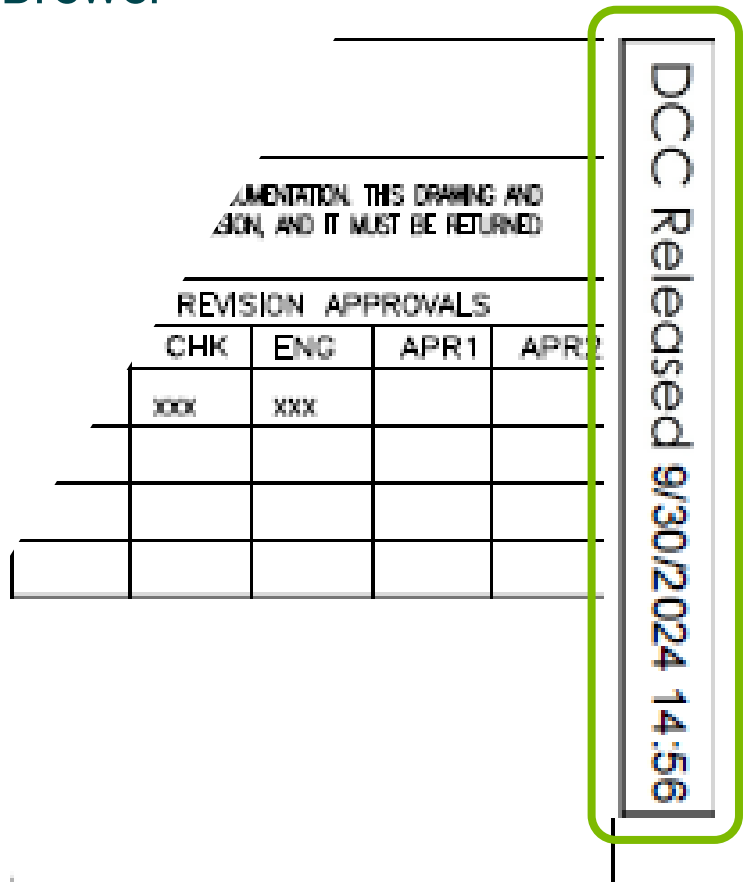
Research Accelerator Division

TECHNICAL AREA	ORGANIZATIONAL ROLE	INDIVIDUAL
Accelerator Mechanical Engineering, Beam Instrumentation	Accelerator Science and Technology Section	Dave Willis
Cryogenics, Front End Systems, Electrical Power Conversion, RF Systems, Superconducting RF	Accelerator Systems Section	Sang-Ho Kim
Control Systems, Conventional Facilities and Vacuum, Cryogenics and Target, Protection Systems	Control Systems Section	Karen White
Cooling Systems, Target Systems, Vacuum Systems	Target and Mechanical Systems Section	Michael Dayton



DCC applies a pdf stamp to approved drawings

- "Released" or "Verified" stamps are only applied by the Document Control Center (DCC)
  - Karen Cox, Marc Marsh, Christi Moss, Kathy Tomb, Molly Brewer
- Stamps are applied to drawings only
- DCC will verify:
  - Design Change Notice (DCN) has been signed by DCA
  - Each drawing has a DCN listed on the drawing
  - Each DCN has that drawing listed
  - Revision match on both drawing and DCN
- If they encounter issues:
  - Ask submitter to correct (Go back to the DCA)



“Gatekeepers” are aware and will expect to see stamps on drawings

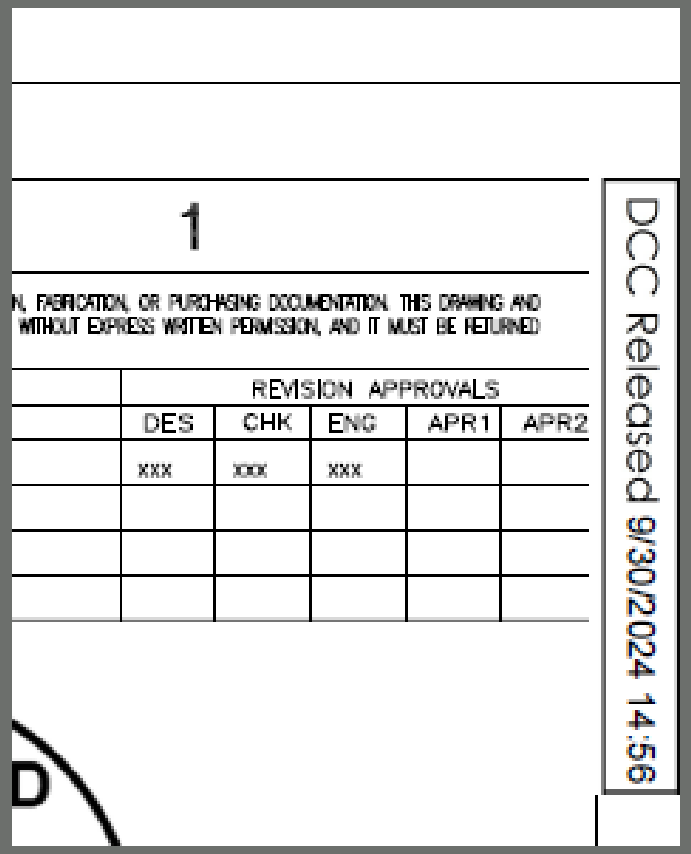
- Manufacturing Engineering
- Machine Shops at SNS, HFIR, and 7000 area
- Procurement staff
- Quality Assurance
- Work Control screeners and planners

- **Gatekeepers will verify:**
  - Drawings have a stamp
- **If they encounter issues:**
  - Ask submitter to correct (Go back to the DCA)

The gatekeepers are not police; we have asked these groups to help us, but Leadership expects our staff to follow the process

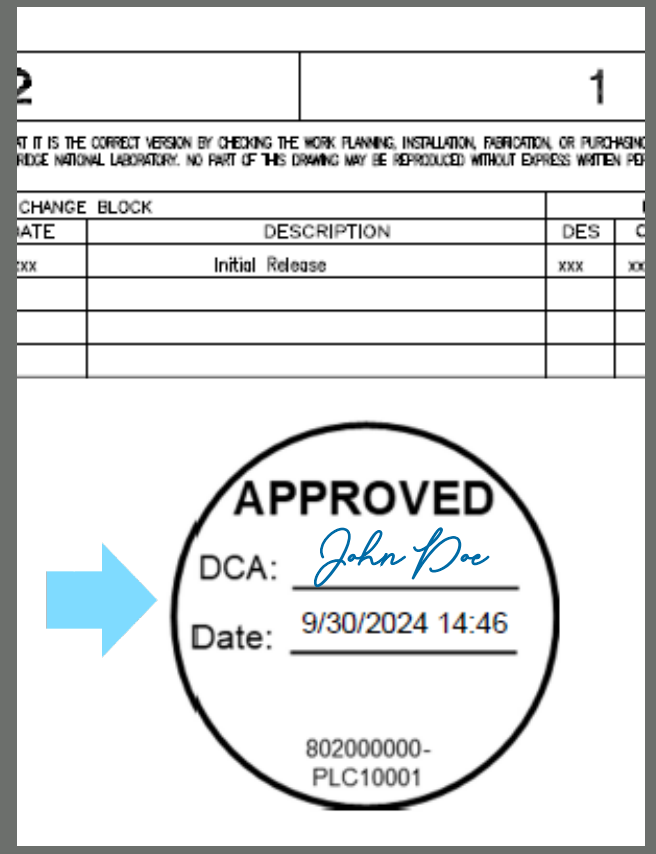
There are two types of stamps: DCC stamps and DCA stamps

DCC uses a "**Released**" Stamp in EDRM for designs changes or "**Verified**" when stamping a previously released (legacy) drawing for use



OR

DCAs may stamp "Approved" with a signature for Urgent Work



Any of these are acceptable for use

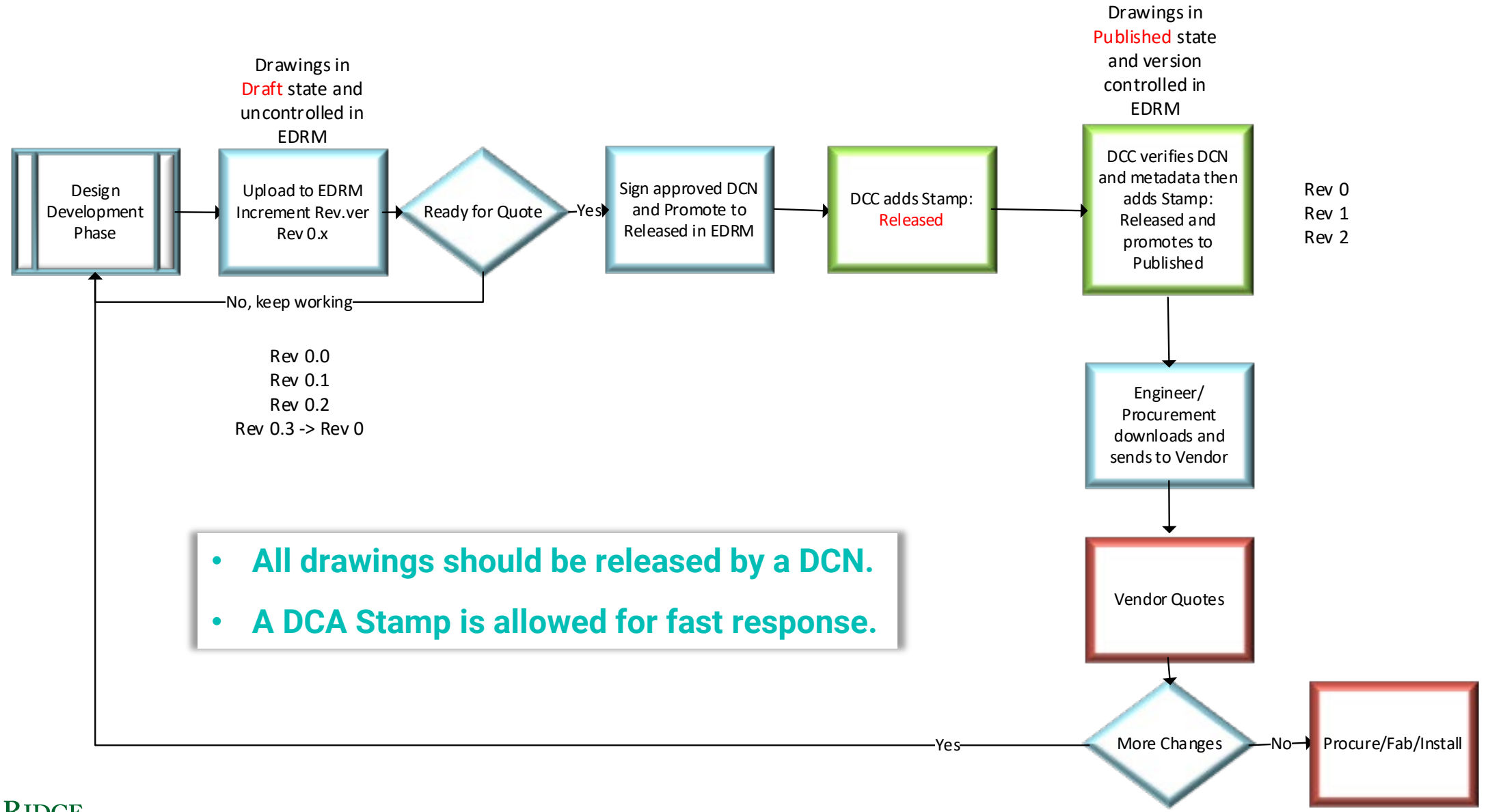
To avoid interruptions to ongoing work, we are implementing through a phased approach

For procurement, fabrication, or field work …	Work can proceed …
Requests already submitted and received as of 10/28/24	Without further actions – no drawing stamps required
Requests in the process of being submitted	After receiving DCA hand stamp, at a minimum
Requests submitted after November 11 (2 weeks out)	With DCC stamp predominately, or DCA stamp for special cases

Questions?

Contact your DCA, Rob, Mike, or Brian

Release and publish all drawings in EDRM



- **All drawings should be released by a DCN.**
- **A DCA Stamp is allowed for fast response.**