|  |  |
| --- | --- |
| Traveler Title | Change Control Request Form  |
| Traveler Abstract | Form used to submit and track changes. Contains details that may include information such as the qualification plan, concerns/considerations, financial impact, summary of results and any lessons learned findings. The amount of supporting information should reflect the type of change and the risk level classification as defined in the SRF-15-PR-002 Change Control Procedure.  |
| Traveler ID | SRF-15-FM-003 |
| Traveler Revision  | R1 |
| Traveler Author | Phil Denny |
| Traveler Date | 22-Jul-25 |
| NCR Informative Emails | N/A |
| NCR Dispositioners | N/A |
| D3 Emails | N/A |
| Approval Names | Phil Denny | Ashley Mitchell | Tony Reilly |  |
| Approval Signatures |  |  |  |  |
| Approval Dates |  |  |  |  |
| Approval Title | Author | Reviewer | Project Manager |  |

|  |  |
| --- | --- |
| References | List and Hyperlink all documents related to this traveler. This includes, but is not limited to: safety (THAs, SOPs, etc), drawings, procedures, and facility related documents. |
| SRF-15-PR-002 Change Control Procedure | SRF-01-RF-008 Graded Approach |  |  |  |
| SRF-15-RG-002 Equipment Register | SRF-01-FM-001 Risk Analysis Form  |  |  |  |

|  |  |
| --- | --- |
| Revision Note |  |
| R1 | Initial release of this Traveler. |
|  |  |

|  |
| --- |
| **Change Control Form** |
| Form Instructions: Follow the SRF-15-PR-002 Change Control Procedure to complete the form, utilize the comment boxes or upload files as necessary to support the request. Required activities based on risk level from Table 2 are shown below.  |
|

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk Level | CCF | Follow Safety & Lab Policies | SO/SME Review | Qual Package | Initial CCB Approval | Results of Change | Final CCB Approval |
| 1 | Y | Y | Y | N | N | Y | N |
| 2 | Y | Y | Y | Y | Y | Y | N |
| 3 | Y | Y | Y | Y | Y | Y | Y |

 |
| **General Information** |
| CC Number | [[Assign next sequential number when instantiated]] <<NOTE>> |
| Change Originator | [[Change\_Originator]] <<SRF>> |
| Date | [[Initiated\_Date]] <<TIMESTAMP>> |
| Estimated Implementation Date | [[Estimated\_Implementation\_Date]] <<TIMESTAMP>> |
| What is the title of this change request? (Brief description of the change) | [[Title]] <<TEXT>> |
| What is the equipment to be changed? | [[Equipment]] <<TEXT>> |
| Describe the reason for the change | [[Reason\_for\_change]] {{Safety,Environment,Quality,EquipmentFailure,Other}} <<SELECT>>[[OtherReason]] <<COMMENT>> |
| What Work Center does this impact?  | [[WCA]] {{ACC,ALIGN,CHEM,CLNRM,CMA,CMACU,CMTF,EBW,FAB,FURN,INSP,INV,LAP,LERF,TSTMS,TUNE,VSA,VTA}} <<SELECT>>[[use list above or prefill with same WCA list as NCRs]] <<NOTE>> |
| Refer to SRF-15-RG-002 Equipment Register for a list of System Owners and SMEs[[Add link to register once approved & released]] <<NOTE>> |
| Identify the system owner | [[System\_Owner]] <<SRF>> |
| Identify the SMEs of this system or equipment  | [[SME1]] <<SRF>>[[SME2]] <<SRF>> |
| **Change Request Details** |
| Describe the Present and the Proposed Conditions | [[Conditions]] <<COMMENT>> |
| Risk Level |
| [[Link to SRF-01-FM-001 Risk Analysis Form (RAF)]] <<NOTE>> |
| Use the Risk Analysis Form (RAF) to determine the highest risk after mitigations. Upload the completed form. What is the highest determined Risk Level? | [[Risk\_Level]] {{1,2,3}} <<SELECT>>[[RAF]] <<FILEUPLOAD>> |
| Review with SME & System Owner done? Ensure any concerns or considerations are addressed with mitigations in the Risk Analysis Form (RAF).  | [[Reviewd\_with\_SO-SME]] <<YESNO>> |
| Estimated Costs (Procurement and Labor) *Example: $2000 upgrade part, 2 techs x 2 hours to replace* | [[Costs]] <<COMMENT>>[[Costs]] <<FILEUPLOAD>> |
|  |  |
| **Qualification Plan** |
| Comment or attach documentation related to the change request (i.e. Test Plan, Experimental, Statistical Analysis, Simulation, OATS, FATs, Flow Chart, Validation or Verification Testing, etc.) | [[Change\_Plan]] <<COMMENT>>[[Change\_Plan]] <<FILEUPLOAD>> |
| What criteria will validate success?(comment or upload file) | [[Success\_Criteria]] <<COMMENT>>[[Success\_Criteria]] <<FILEUPLOAD>> |
| What is your recovery or back out plan? (comment or upload file) | [[Recovery\_Plan]] <<COMMENT>>[[Recovery\_Plan]] <<FILEUPLOAD>> |
| **CCB Initial Approval** **(Risk Level 2 & 3)** |
| Each member of the Change Control Board identifies themselves below and selects their decision to approve, reject the change. A commnet box has been provided if additional feedback or comments are needed.  |
| CCB System Owner Decision | [[CCB\_SO]] <<SRF>>[[CCB\_SO\_Decision]] {{Approved,Rejected,Hold,Canceled}} <<SELECT>>[[CCB\_SO\_Decision\_Comments]] <<COMMENT>> |
| CCB SME Decision | [[CCB\_SME]] <<SRF>>[[CCB\_SME\_Decision]] {{ Approved,Rejected,Hold,Canceled}} <<SELECT>>[[CCB\_SME\_Decision\_Comments]] <<COMMENT>> |
| CCB Quality Representative Decision | [[CCB\_QR]] <<SRF>>[[CCB\_QR\_Decision]] {{ Approved,Rejected,Hold,Canceled}} <<SELECT>>[[CCB\_QR\_Decision\_Comments]] <<COMMENT>> |
| CCB SRF Ops Department Head Decision | [[CCB\_DH]] <<SRF>>[[CCB\_DH\_Decision]] {{Approved,Rejected,HoldCanceled}} <<SELECT>>[[CCB\_DH\_Decision\_Comments]] <<COMMENT>> |
|  |  |

|  |
| --- |
| **Change Implementation** |
| Are there Documentation Changes? Briefly describe.  | [[Doc\_Changes]] <<YESNO>>[[Doc\_Changes\_Described]] <<COMMENT>>  |
|  |  |
| **Post-Change** |
| List all items that will need to be done after this change is implemented. Please list specific owner for each affected area.  | [[Post-Change\_To-Do]] <<COMMENT>>[[Post-Change\_To-Do]] <<FILEUPLOAD>> |
|  |  |
| Lessons Learned |
| Capture any relevant Lessons Learned | [[Lessons\_Learned]] <<COMMENT>>[[Lessons\_Learned]] <<FILEUPLOAD>> |
|  |  |
| Summary of Results | [[Summary\_of\_Results]] <<COMMENT>>[[Summary\_of\_Results]] <<FILEUPLOAD>> |
|  |  |
| Hold Point for Change Completion Approval[[Can this be made required only if risk level 3]] <<NOTE>> | [[FieldName]] {{SO,SME1,SME2,areilly}} <<HOLDPOINT>>[[Can these user names be pulled from the System owner and SME choices above? If not, use section CCB Final Approval below]] <<NOTE>> |
|  |  |
| **CCB Final Approval** **(Risk Level 3 Only)** |
| Each member of the Change Control Board identifies themselves below and selects their decision to approve, reject the change. A commnet box has been provided if additional feedback or comments are needed.  |
| CCB System Owner Decision | [[CCBF\_SO]] <<SRF>>[[CCBF\_SO\_Decision]] {{Approved,Rejected,Hold,Canceled}} <<SELECT>>[[CCBF\_SO\_Decision\_Comments]] <<COMMENT>> |
| CCB SME Decision | [[CCBF\_SME]] <<SRF>>[[CCBF\_SME\_Decision]] {{ Approved,Rejected,Hold,Canceled}} <<SELECT>>[[CCBF\_SME\_Decision\_Comments]] <<COMMENT>> |
| CCB Quality Representative Decision | [[CCBF\_QR]] <<SRF>>[[CCBF\_QR\_Decision]] {{ Approved,Rejected,Hold,Canceled}} <<SELECT>>[[CCBF\_QR\_Decision\_Comments]] <<COMMENT>> |
| CCB SRF Ops Department Head Decision | [[CCBF\_DH]] <<SRF>>[[CCBF\_DH\_Decision]] {{Approved,Rejected,HoldCanceled}} <<SELECT>>[[CCBF\_DH\_Decision\_Comments]] <<COMMENT>> |
|  |  |

# Form Release and Revision History

|  |
| --- |
| **Change Control Request Form** |
| **Document Number:** | SRF-15-FM-003 | **Effective Date:** | DD-MMM 2025 |
| **Revision Number:** | 1 | **Periodic Review Date:** | DD-MMM 2028 |
| **Document Owner:** | Phil Denny | **Department Owner:** | SRF Operations |

|  |  |  |
| --- | --- | --- |
| **Rev #** | **Major Changes** | **Revision Date:** |
| 1 | Initial version (Utilizing Traveler Template 2023) | DD-MMM-YYYY |
|  |  |  |

# Form Approvals

|  |  |
| --- | --- |
| **Approved by:** | **Name:** |
| Document Owner | Phil Denny |
| Quality Representative | Ashley Mitchell |
| SRF Department Head  | Tony Reilly |

*Document Processor Instructions:*

* *Put valid dates everywhere DD is found and verify they are accurate*
* *Attach DocuShare Approval Picture here*