

Work Control Document Register

Document Number:	SRF-11-PR-002	Effective Date:	2 Aug 2024
Revision Number:	2	Periodic Review Date:	2 Aug 2027
Document Owner:	T. Ganey	Department Owner:	SRF Operations

1 Purpose

This procedure provides instructions for completing, approving, storing, and maintaining a Project Work Control Document Register, as required by the Project Execution process SRF-11-PR-001.

This procedure supports the Quality Management System as described in SRF-01-ML-001 Quality Manual.

2 Scope

This procedure applies to Projects that require management in accordance with the Project Execution process and that have an assigned SRF Ops Project Coordinator.

This procedure does not apply to Service Requests and other minor work scopes that do not require an SRF Ops Project Coordinator.

3 Terms and Definitions

The following terms have specific meanings within this procedure.

Term	Definition
WCD	Work Control Document
WCL	Work Center Lead
SME	Subject Matter Expert
NCR	Non-Conformance Report

4 Roles and Responsibilities

The following roles have responsibilities described in this document.

Role	Responsibility
Project Execution Process Owner	Maintains the WCD Register template. Reviews and approves all Project WCD Registers initial version and major revisions.
SRF Ops Project Coordinator (also referred to as Project Coordinator or PC)	Writes and maintains the WCD Register. Obtains input from WCL, Group Leads, SMEs, Project Manager, etc. as needed to complete the WCD Register. Obtains approvals for the WCD Register.
Work Center Leads	Provide input to the Project Coordinator on WCDs required by their work center for the Project.
Group Leads	Provide input to the Project Coordinator on WCDs required by their work center(s) for the Project. Review and approve the WCD Register initial version, major revisions, and minor revisions that impact their work centers.
Project Representative	Review and approve initial version and major revisions to the WCD Register.
SRF Department Head	Review and approve initial version and major revisions to the WCD Register.
SRF Ops Software Systems Group	Routes Project WCD Registers for approval as needed.

5 Procedure

A WCD Register shall be created and maintained for all Projects that require management in accordance with the Project Execution process SRF-11-PR-001. The Project Coordinator is responsible for creating and maintaining the Project's WCD Register based on the WCD Register Template SRF-11-FM-005. The SRF Ops Software Systems Group is responsible for routing the WCD Register for approval, when requested by the Project Coordinator. Each Project's WCD Register shall be stored electronically in the Project-specific DocuShare folder.

5.1 Work Control Document Register Information

The WCD Register template consists of three tabs that shall be used for each Project WCD Register - Header, Revision, and WCD. The Template Approval tab may be deleted by the Project Coordinator in the issued Project's WCD Register.

5.1.1 Header Tab

The Header Tab shall be completed and maintained by the Project Coordinator.

Information	Description / Details
Document Title	<PROJECT> WCD Register
Document Number	<PROJ>-RG-001
Revision Number	Initial Issue shall Revision Number "1", with each subsequent revision incrementing the Revision Number by 1. The Revision Number shall only be a whole number.
Project Coordinator	The current Project Coordinator as assigned per the Project Execution process.
Approval Date	Date the current version of the Project WCD Register was approved.
Periodic Review Date	Periodic Reviews of WCD Registers are not required. If no periodic review is planned by the Project, enter "N/A" into this field. If the Project, plans to perform a periodic review of the Project's WCD Register, the date of the planned periodic review may be entered in the field.
Department Owner	SRF Operations
Approved by Name: Project Coordinator	The current Project Coordinator.
Approved by Name: Group Leads	The current SRF Ops Group Leads that are impacted by the Project's work scope. Groups/rows may be deleted if the Project does not impact any work centers in that Group.
Approved by Name: SRF Ops Project Representative	The current SRF Ops Project Representative.
Approved by Name: SRF Department Head	The name of the current SRF Department Head or designee.
Approved by Signatures	For major revisions: Captured during the approval process and stored electronically. For minor revisions: not required.
Approved by Date:	For major revisions: Captured during the approval process and stored electronically. For minor revisions: the date concurrence was obtained from the impacted Group Lead shall be recorded for the Project Coordinator and that Group Lead only. All other rows may remain unchanged.

5.1.2 Revision Tab

The Revision tab shall be completed and maintained by the Project Coordinator. For each revision of the Project WCD Register, the Revision tab shall be updated.

Column	Description / Details
Revision Number	Initial Issue shall Revision Number "1", with each subsequent revision incrementing the Revision Number by 1. The Revision Number shall only be a whole number. Shall match the Revision Number listed on the Header Tab.
Description of Changes	Shall describe all of the changes made during the revision of the WCD register. For minor changes, the approval by the impacted Group Lead shall also be recorded by the Project Coordinator. (Ex: updated document author from <PersonA> to <PersonB> due to reassignment of job duties, verbal agreement obtained from <Group Lead name> on MM/DD/YYYY.)
Change Type	Indicate if the change was considered Major or Minor, as described in Section 5.3 of this procedure.
Uploaded Date	Date the current version of the Project WCD Register was uploaded to DocuShare in preparation for routing for approval for major revision or was uploaded to DocuShare as a minor revision.

5.1.3 WCD Tab

The WCD tab provides a list of all documents needed or expected to be needed for a Project, including Procedures and Travelers. For more information on Travelers and Procedures requirements, see Document Management SRF-07-PR-001. For more information on NCRs, see Nonconforming Product SRF-12-PR-001.

The header information on the WCD tab shall be completed and maintained by the Project Coordinator. The Last Modified Date should match the Uploaded Date.

The WCD Register lists the following information for each document.

Column	Description / Details
Document Title	A short phrase to describe the component and/or work to be performed
Document Type	Traveler or Procedure
Document ID	Determined in accordance with the Document Management processes and input from the Software Systems Group
Author / Owner, Reviewer 1, Reviewer 2, and SRF Ops Project Representative	Determined in accordance with the SRF-11-PR-001 Project Execution process
NCR Informative	Traveler only; individuals that are provided emails on NCRs for awareness only in accordance with the SRF-12-PR-001 Nonconforming Product procedure
NCR Dispositioner	Traveler Only; individuals that are able to provide a disposition for non-conformances during work execution in accordance with the SRF-12-PR-001 Nonconforming Product procedure
D3 Emails	Traveler Only; individuals that are provided emails on any Detour, Deviation, or Discrepancy encountered during work execution in accordance with the SRF-12-PR-002 Detours, Deviations, and Discrepancies procedure
Estimated Need Date	The estimated date that the WCD will first be needed to support work execution
Notes	Additional notes may be provided for WCD

The order of the columns in the WCD tab shall not be changed. Columns shall not be added or removed.

Documents listed on the WCD tab should be separated into sections by work center and/or component type based on the type and complexity of work being performed by the Project. The WCD Register template provides example Section headers for Work Centers and Components, which may be changed, deleted, or added as needed to organize the WCDs for the Project's scope of work. An "Obsolete" section should be provided at the bottom of the list for WCDs that were issued but are no longer needed for a Project.

The Author/owner, reviewer, project representative, NCR informative, NCR disposition, and D3 emails names should be the current responsible individuals and do not need to match the name(s) on the current or previous revision of a WCD. As responsible individuals change, due to personnel job / scope change, retirement, or leaving the organization, the names listed should be updated accordingly.

Project NCR and D3 travelers, typically <PROJ>-NCR and <PROJ>-D3, will be added to each project automatically and are not required to be listed in the Project WCD Register.

5.2 File Naming and Saving

Approved Project WCD Registers shall be saved in the Project's DocuShare Work Control Document folder. The file name shall be formatted as <PROJ> Work Control Document Register R# when uploading to DocuShare, where <PROJ> is replaced with the Project ID and R# is replaced with the revision number. The title of the document in DocuShare shall be <PROJ> Work Control Document Register (omitting the revision number). When new versions of the Project WCD Register are approved, the approved file should be uploaded as a new version to the existing Project WCD Register file either by the SRF Ops Software Systems Group for initial or major revisions or by the SRF Ops Project Coordinator for minor revisions.

5.3 WCD Register Initial Version

The current revision of the WCD Register template SRF-11-FM-005 shall be used for all new Projects. The information available in the initial version of a Project's WCD Register may be dependent upon the status of the project. If the Project is still in the planning phase, the initial version of the Project's WCD Register should, at minimum, provide Document Titles, Types, Author/Owner, and Estimated Need Date so that the scope of work and need dates are available. Initial versions of a Project's WCD Register that are not complete shall be revised as additional information becomes available.

Projects that are in the execution phase should have all information filled in the Project's WCD Register.

The initial version of a Project's WCD Register shall be approved by all SRF Ops Group Leads and the Project Representative.

5.3.1 WCD Register Revisions

A Project's WCD Register shall be revised as needed such that the list of WCDs reflects the WCDs currently in use and the WCDs that are needed for the Project. A Project's WCD Register shall also be revised as needed to ensure associated names for each WCD are the current SME, WCL, group lead, Project Representative, etc.

No periodic review of the Project WCD Register is required; however, a Project may choose to perform a periodic review to ensure information is still up to date. If no changes are made to the WCD tab of the Project WCD Register during the periodic review, a new minor revision to the Project WCD Register shall be made to note the review and update the approval and next periodic review dates.

If a project has completed and no additional work for the project is required at the work centers, the Project WCD Register does not need to be reviewed or revised and can be archived.

The Revision tab shall be updated with the date and description of change(s), and type of change for each revision.

5.3.1.1 Major Revisions

If changes to WCDs in 2 or more work centers are required, the revision is considered major. The changes may be to any column of information, or may be a result of moving a WCD to the obsolete section.

If a new WCD that impacts 2 or more work centers is added to the WCD Register, then the change is considered major.

The WCD Register shall be updated to the current revision of the WCD Register template SRF-11-FM-005 when the Project's WCD Register requires a major revision.

A major revision to a Project's WCD Register requires approval by all SRF Ops Group Leads and the Project Representative.

5.3.1.2 Minor Revisions

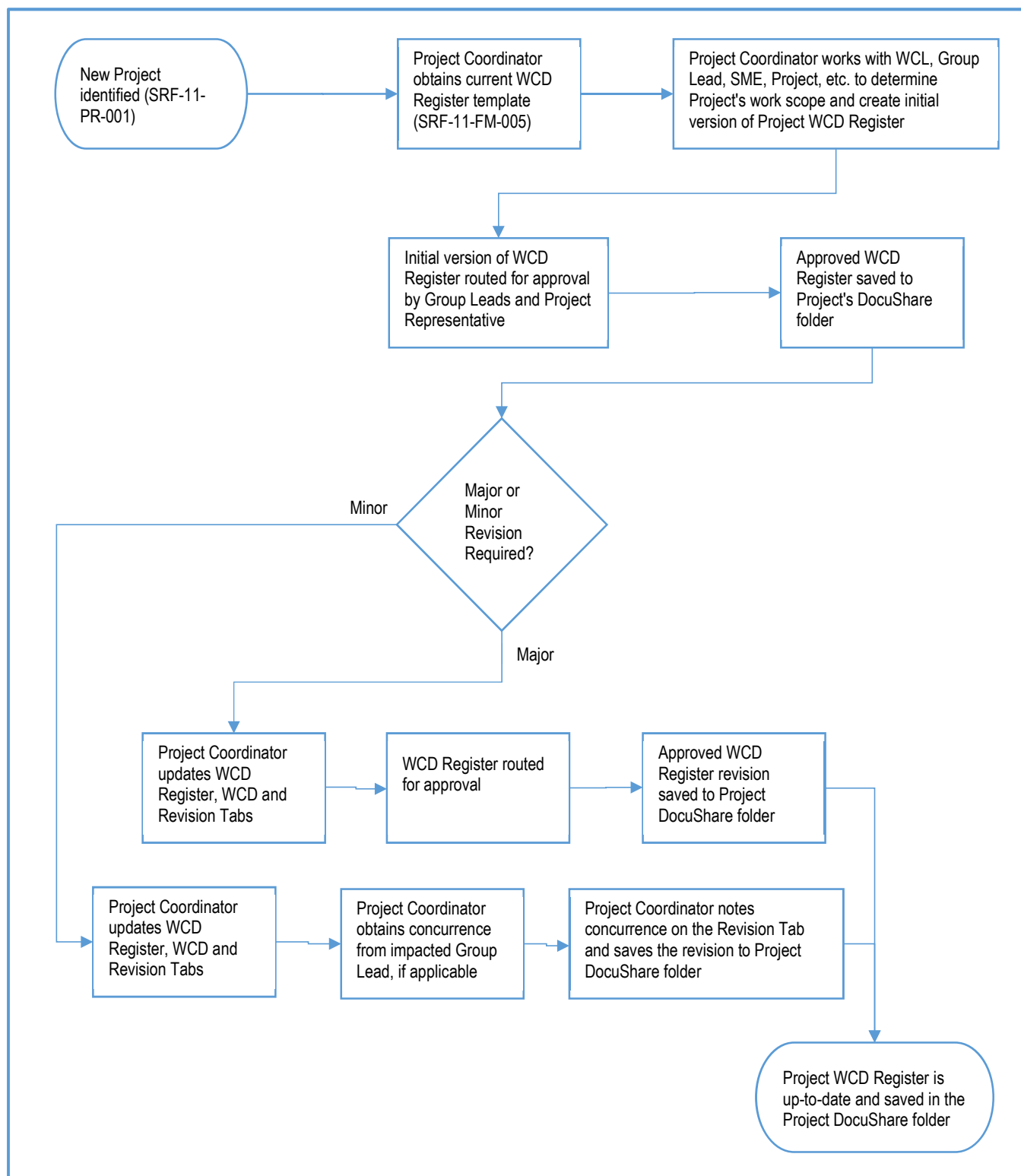
If changes to WCD(s) in a single work center is required, the revision may be considered minor. The changes may be to any column of information, or may be a result of moving a WCD to the obsolete section.

If a new WCD that impacts only a single work center is added to the WCD Register, then the change can be considered minor.

A revision is also considered minor if only spelling or formatting changes are made.

A minor revision to a Project's WCD Register requires the Project Coordinator to obtain concurrence from the impacted Group Lead, if applicable. This concurrence shall be documented in the Revision Tab description.

6 Process Flow



7 References

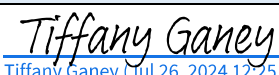
Document No.	Title
SRF-01-ML-001	SRF Quality Manual
SRF-11-PR-001	Project Execution
SRF-11-FM-005	Project WCD Register Template
SRF-07-PR-001	Document Management
SRF-03-PR-001	Calibration and Verification
SRF-12-PR-001	Nonconforming Product
SRF-12-PR-002	Detours, Deviations, and Discrepancies

8 Release and Revision History

Rev #	Major Changes	Effective Date:
1	Initial version, based on SRF-07-FM-002 Procedure Template R2	29 Jan 2024
2	Corrected 5.1.1 Header Tab to SRF Ops Project Representative for consistency throughout this document and SRF-11-PR-001 Throughout this document, removed the requirement that SMEs be within SRF Ops for consistency with SRF-11-PR-001 and SRF-12-PR-001 Updated 5.1.3 NCR Informative and NCR Dispositioner to be in accordance with SRF-12-PR-001 and D3 Emails to be in accordance with SRF-12-PR-002 Added clarification on SRF OPs Project Coordinator role title Corrections for consistency within the document, spelling, and grammar throughout	26 July 2024

Admin edit review date (VDB) 05-Apr-2025

9 Approvals

Approved by:	Name:	Signature:	Date:
Document Owner	Tiffany Ganey	 Tiffany Ganey (Jul 26, 2024 12:25 EDT)	Jul 26, 2024
Quality Representative	Ashley Mitchell		Jul 26, 2024
SRF Department Head	Tony Reilly	 Tony Reilly (Aug 5, 2024 11:18 EDT)	Aug 5, 2024