

## SNS - Integrated Control System

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### Procedure: SNS-PR-003

### Title: WBS 1.9 ICS Change Control Board Level 4 Procedure

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#### Purpose

This procedure defines the process and rules for generating and approving a change to the Integrated Control System (ICS) WBS 1.9 baselines at the Change Control Board-4 (CCB-4) level.

#### Applies To

This procedure applies to changes to the ICS technical, cost, and schedule baselines. Technical baseline information is information contained in the documentation listed in Table TC-1 of Appendix C to the Project Execution Plan (PEP), once they are signed or otherwise approved. Only changes to approved baseline documents require this procedure. The creation of new documents in accordance with approved requirements is not a change.

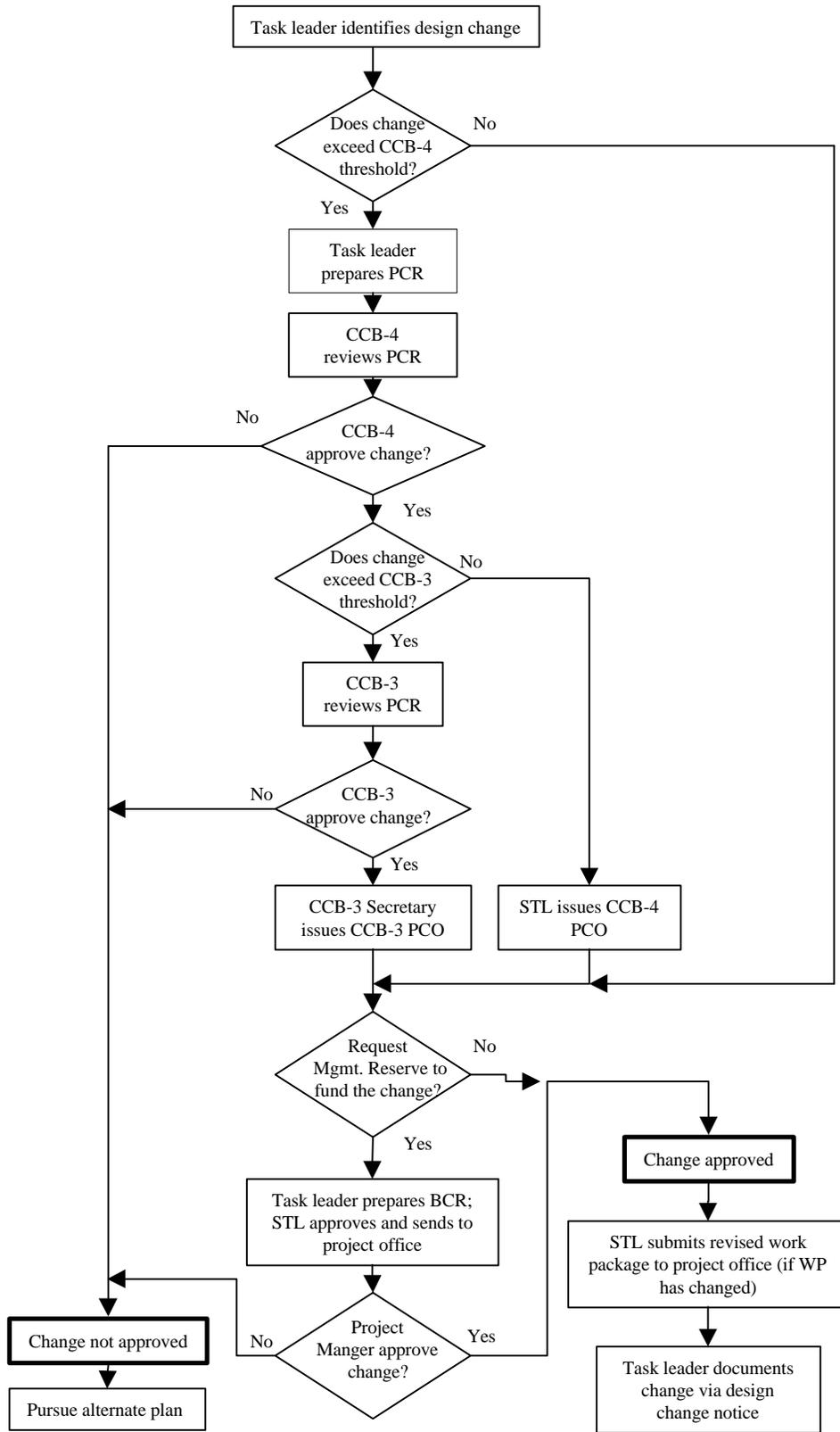
#### Change Control Mechanisms

See the *Project Controls Manual* Chapter 7 “Configuration Management and Configuration Control” for a description of the hierarchy of SNS change control boards. Figure 1 provides a flowchart of the overall change control process.

The WBS 1.9 Senior Team Leader chairs the ICS CCB-4. Membership consists of the eight WBS 1.9.1-1.9.8 task leaders, as well as the lead engineer. The STL will represent WBS 1.1.9. (A single individual may represent more than one WBS. For example, the STL will represent WBS 1.9.1 and 1.9.2 until such time as a dedicated task leader is assigned). Other affected parties or subject matter experts may be invited to participate where appropriate. The chair designates a CCB-4 Secretary from among the members.

The thresholds above which formal CCB-4 approval is required are listed in Table TC-1, Appendix C of the PEP. When a change exceeds one of these thresholds, the responsible WBS Level 3 Task Leader prepares a Project Change Request (PCR) documenting proposed changes and their impacts. The PCR will be reviewed and either approved or not approved by the CCB-4.

Changes in WBS 1.9 that impact other WBS level 2 areas are identified by the ICS CCB-4 board and referred to CCB-3.



**Fig. 1 - WBS 1.9 Change Control Process**

Changes below CCB-4 thresholds are processed by the responsible task leader and the STL. If management reserve is to be requested to fund a less-than-CCB-4-level change, a Budget Change Request (BCR) must be prepared.

Once a change has been approved, the change is incorporated into the relevant documentation. Design changes for WBSs 1.9.1 and 1.9.2 are documented via an ICS design change notice.

### Orders and Notices

ICS CCB-4 actions normally lead to Project Change Orders.

Design Change Notices and/or Field Change Orders which do not affect the Project Baseline may be issued by Level 3 Task Leaders.

This approach to approval requirements allows standard design, construction, and project management activities that do not impact significant interfaces to proceed with no change control board involvement and with only signatures of the technical personnel involved with the work.

### **Other Documents Needed**

- Project Execution Plan, Appendix C  
(<http://www.ornl.gov/~nsns/ProjectInformation/PEP/PEP.html>)
- SNS Quality Assurance Plan (in *Project Controls Manual* Chapter 8)

### **Change Process**

#### Origination

Originator	Anyone who recognizes a need for change to the baseline documents is expected to bring it to the attention of their Task Leader or Senior Team Leader.
Level 3 Task Leader	<ol style="list-style-type: none"> <li>1) Using Table TC-1 of PEP, determine whether formal change control is required.</li> <li>2) If formal change control is required, initiate the change control process by preparing a change request (PCR). The change must be approved by the appropriate group (indicated in table TC-1) before being adopted.</li> <li>3) If formal change control is not required but additional funding is needed, confer with STL on how to fund the change. Prepare budget change request (BCR) if management reserve is to be requested.</li> <li>4) If formal change control is not required and no additional funding is needed, task leader is free to go ahead and make the design change.</li> </ol>
Senior Team Leader	If formal change control is not required but funding from management reserve is required: approve budget change request and pass on to project office.

NOTE: Baseline changes begin as recommended changes, and the documented baseline is not changed until they are approved.

### Project Change Requests

Level 3 Task Leader	Prepare a project change request describing the change, cost and schedule impacts to the project, affected project documentation, possible effect on other WBS elements and any other relevant information. Send completed PCR form to STL. (A Project Change Request form is provided at the end of this procedure).
CCB-4 Chair	Review PCR and add to the agenda of the next CCB-4 meeting.

### CCB-4 Meetings

ICS CCB-4 meetings will be held on an as-needed basis, determined by the STL. Since ICS CCB-4 members are geographically distributed, meetings will generally be conducted via phone conferences combined with PC-based meeting support software (e.g. Microsoft NetMeeting). The STL will determine an appropriate quorum for each action being considered, which shall not be less than a majority. The committee will make a recommendation to the STL, who will make the final decision on the disposition of each requested action. Every attempt will be made to reach a recommendation by consensus. Where that proves not possible, a vote will be taken with one vote per level three WBS element.

CCB-4 Chair	Lead the meetings. Review PCRs with group. Make final decision on approval/disapproval of change.
CCB-4 Members	<ol style="list-style-type: none"> <li>1) Recommend approval/disapproval of the recommended change based on merits and resources available.</li> <li>2) If PCR approved, recommend a source of funding (e.g. WBS 1.9 surplus funds or SNS management reserve).</li> <li>3) Determine if CCB-3 approval is required.</li> <li>4) Inform pertinent design staff of CCB-4 decision</li> </ol>

CCB-4 Secretary	<ol style="list-style-type: none"> <li>1) Schedule meetings. Maintain meeting agendas. E-mail PCRs to CCB-4 members in advance of meetings.</li> <li>2) Record and distribute the results of the meetings. Place archive copy of PCR and CCB-4 action in project files.</li> <li>3) If CCB-4 determines that CCB-3 approval is required: Pass PCR with CCB-4 approval on to project office.</li> </ol>
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### Project Change Orders (PCO)

If the design change does not require CCB-3 approval, a CCB-4 project change order (PCO) must be prepared.

Level 3 Task Leader	<ol style="list-style-type: none"> <li>1) Prepare a Project Change Order based on the CCB-4 approval of the Project Change Request</li> <li>2) If CCB-3 approval is not required and funding from management reserve is needed: Prepare budget change request.</li> </ol>
CCB-4 Chair	Approve the Project Change Order and (if applicable) Budget Change Request.
CCB-4 Secretary	Distribute copies of PCO and (if applicable) BCR. Place archive copy in project files.

### **Quality Assurance**

Quality Assurance Manager	Monitor the operation of the change control process for effectiveness and improvement, by periodic assessments and other suitable means, and report results to the Project Manager.
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### **Records Generated**

- Project Change Requests (see form at end of this procedure)
- Project Change Orders
- CCB-4 Meeting Results
- Budget Change Requests (See form in *Project Controls Manual* Section 6 “Finance”).

Approved by: David Gurd  
Senior Team Leader for WBS 1.9 Integrated Control System

SNS INTEGRATED CONTROL SYSTEM  
PROJECT CHANGE REQUEST FORM

1. PCR IDENTIFIER: 1.9.\_\_. \_\_-\_\_

2. REASON FOR CHANGE:

3. IMPACT OF CHANGE:

a) DOCUMENTS TO BE CHANGED:

b) COST IMPACT:

c) SCHEDULE IMPACT:

d) OTHER WBS ELEMENTS AFFECTED

4. ATTACHMENTS:

5. SUBMITTAL RECORD

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_