




DOCUMENT CHANGE REQUEST
PROCEDURE
ESCC Basic Specification No. 20800

ISSUE 1
October 2002



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DOCUMENT CHANGE REQUEST

PROCEDURE

ESA/SCC Basic Specification No. 20800



**space components
coordination group**

Issue/Rev.	Date	Approved by	
		SCCG Chairman	ESA Director General or his Deputy
Issue 1	March 1999		



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DOCUMENTATION CHANGE NOTICE

Rev. Letter	Rev. Date	Reference	CHANGE Item	Approved DCR No.

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**1. SCOPE**

This specification defines the basic requirements to be met in originating a proposed change to any issued ESA/SCC Document or Specification (referred to as documents hereafter). The purpose is to:

- Ensure that proposed changes are beneficial to the System, adequately described and justified and are submitted in a state appropriate for efficient review by the approval authorities.
- Inform Originators on how to obtain information on the progress and results of their change requests.

2. APPLICABLE DOCUMENTS

The following ESA/SCC Specifications form part of, and shall be read in conjunction with, this specification. The relevant issues shall be those in effect on the date of preparation of a DCR.

- No. 21300, Terms, Definitions, Abbreviations, Symbols and Units.

3. PREPARATION OF DCRs**3.1 ORIGINATOR**

DCRs may be originated by any Contributor to, or User of the ESA/SCC System.

3.2 DOCUMENT CHANGES

DCRs shall be used to initiate changes which are considered necessary to any ESA/SCC Document. These proposed changes may cover any or all of the following areas:-

- (a) Changes of policy.
- (b) Changes to correct or extend technical content.
- (c) Addition of Variants etc. to Detail Specifications.
- (d) Correction of editorial errors and omissions.

3.3 CHANGE RESTRICTIONS

Changes to documents shall be restricted to those required for correction of any errors or omissions and those which establish significant benefits with regard to the implementation of the documents, cost implications and quality or procurement aspects. Documents shall not be changed to:-

- (a) Avoid Material Review Board processing.
- (b) Enable qualification of discrepant parts.
- (c) Incorporate specific project requirements which may not be acceptable for subsequent programmes.
- (d) Accommodate the specific requirements of a single Manufacturer (but see below).



Where a Manufacturer wishes to use an alternative test method or equipment which is equivalent to that called up for specific testing, a Manufacturer specific Appendix may be proposed for addition to individual Detail Specifications.

3.4 CONSIDERATIONS

When preparing a DCR, the Originator shall take the following points into consideration:-

- (a) Whether the proposed change(s) affects other parts of the document being changed.

In this case, any necessary additional change(s) shall be included in the DCR.

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(b) Whether the proposed change(s) **directly** affects another document(s).

In this case, the other document(s) must be identified together with the necessary changes.

(c) Whether the proposed change(s) is part of a series of changes to a number of documents but **does not** directly affect another document(s).

In this case, a separate DCR shall be raised for each additional document. No reference to the additional document(s) shall be included in the proposed DCR except, where applicable, as part of the justification for the change(s).

3.5 USE OF DCR FORMS

DCRs shall be submitted using Page 1 of the form specified in Appendix I to this specification, either in typed or handwritten form. All relevant Boxes shall be completed and the information supplied must be to current Issues and/or Revisions of the document(s) in question.

The Boxes on the DCR form which are to be completed by the Originator provide the following information:-

- (a) Identification of the Originator.
- (b) Identification of the document(s) to be changed.
- (c) A description of the proposed change(s).
- (d) A justification for the change(s).
- (e) The proposed new text(s).

Where the information required for the proposed changes is too extensive for the DCR Page 1, Continuation Sheets, as specified in Appendix I of this specification, shall also be used to complete the information.

As an alternative or supplement to using Continuation Sheets, pages from the existing document(s) which have been "marked up" with the proposed changes may be submitted with the DCR Page 1.

4. SUBMISSION OF DCRs

DCRs shall be submitted by the Originator to the relevant NSA for initial acceptance and onward transmission to the Secretariat. Originators can identify the appropriate NSA and contact details by reference to the ESA/SCC web site.

5. PROCESSING OF DCRs

5.1 NUMBERING

On receipt of a DCR, the Secretariat will assign a sequential number from a register using one of the series specified below:-

- (a) 21xxx - Policy DCRs.
- (b) 22xxx - Technical DCRs.
- (c) 23xxx - Editorial DCRs.

The assigned number will be used for identification of a DCR through all further processing.



If a DCR is incomplete in detail when received, the Secretariat shall either:-

- (a) Hold the DCR pending receipt of the outstanding information from the Originator, or
- (b) Return the DCR to the submitting NSA for completion by the Originator.

5.2 REVIEW, APPROVAL AND IMPLEMENTATION

In accordance with internal ESA/SCC working procedures a numbered DCR will be submitted to the appropriate review and approval cycle. For other than Editorial DCRs the approval of the pertinent SCCG WG and of ESA is required. DCRs are dispositioned either as:

- Rejected.
- Approved as submitted.
- Approved with changes.

Copies of dispositioned DCRs are provided by the Secretariat to all NSAs.

Approved DCRs are implemented by the Secretariat. During implementation, the DCR number, of an approved DCR, is entered in the Document Change Notice (DCN) of the revised or up-issued ESA/SCC Document for each change specified.

5.3 DISTRIBUTION

A revised or up-issued document is made available via the ESA/SCC web site for immediate access by Users and is subsequently provided on the next CDROM distribution of the ESA/SCC Specification System.

5.4 PROGRESS AND OUTCOME

The Originator of a DCR may monitor its progress and establish the outcome, approval or rejection, in whole or in part, by means of contact with the NSA through which the DCR was submitted. The proposed changes in a rejected DCR may be resubmitted as a new DCR, provided that they are supported by new or additional information.



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SCC

DOCUMENTATION CHANGE REQUEST

TO BE COMPLETED BY ORIGINATOR

Change request No. (4)

Originator (1)
Affiliation

Originator signature (2)
Date:

NA or ESA representative signature (3)
Date:

Page 1 of [] (5)

DOCUMENT AFFECTED

Other documents affected (10)

Doc. No. (6)

Status (7)

Title (8)

Paragraph(s) and page(s) affected (9)

PROPOSED WORDING OF CHANGE

(11)

Continuation sheet(s) attached
 Yes No

JUSTIFICATION

(12)

Continuation sheet(s) attached
 Yes No

Changes required for: Procurement (project) Qualification MRB decision (13)
General Improvement of Spec. Other

RESERVED FOR USE BY SCC SECRETARIAT

Date of registration: **Order of Priority for Appr. / Impl.:** 1 (high) 2 (medium) 3 (low)

Attachments: **Qualification Status:** Qualified In process of qualification

RESERVED FOR USE BY APPROVING AUTHORITY

Approved

Yes No

Priority

Date and signature

Reference to SCCG decision

Approved wording if different from box 11 or reason for rejection

(14)

Continuation sheet(s) attached
 Yes No



SEC

DOCUMENTATION CHANGE REQUEST

CONTINUATION SHEET FOR BOX [] Page [] of []

Change Request No.

Page [] of []

INSTRUCTIONS FOR THE PREPARATION OF DOCUMENTATION CHANGE REQUESTS

GENERAL

As specified in Para. 3.5 of this specification, a DCR form shall be completed whenever any change is to be requested in an issued ESA/SCC Document.

Whenever possible, all entries should be typed and in any case be suitable for legible reproduction by normal means.

DETAILED INSTRUCTIONS

- | | |
|---------------------|--|
| Box 1 | Enter name of Originator submitting the DCR and affiliation. |
| Box 2 | Originator's signature and the date. |
| Box 3 | Leave blank. |
| Box 4 | Leave blank. |
| Box 5 | Enter total number of pages submitted with the DCR. "Marked-up" pages must also be numbered. |
| Boxs 6, 7 and 8 | Enter exact document number, issue number and revision letter (if applicable) and as much of the Title as space permits. |
| Box 9 | List the individual paragraph(s) and page(s) affected by the proposed changes. If a continuation sheet(s) is to be used, reference to the continuation page number(s) may be substituted. |
| Box 10 | Indicate whether other ESA/SCC Documents are directly affected by entering the specification number(s) concerned and their current status. |
| Box 11 | Give the proposed change(s). If space is inadequate, use a continuation sheet(s) ensuring that the continuation is indicated in the block provided by "X". Indicate if marked-up specification pages are attached and form part of the DCR. |
| Box 12 | State reasons to justify submission of the DCR (disadvantages of current text, advantages to be gained from proposed text, inconsistencies with other ESA/SCC Documents, etc..) and supply full details where technical data is concerned. If space is inadequate, use a continuation sheet(s) ensuring that the continuation is indicated in the block provided by "X". |
| Box 13 | Indicate reason(s) for DCR submission with "X". |
| Non-numbered Blocks | Leave blank. |
| Box 14 | Leave blank. |