

UNCONTROLLED



WEST VALLEY
NUCLEAR SERVICES COMPANY
INCORPORATED

ENGINEERING PROCEDURE

NO. EP-3-015	Rev. 0	Date 07/03/89
SUBJECT Transfer of Software, Data, and/or Documentation		
APPROVED D. K. Ploetz <i>D. K. Ploetz</i> Plant Engineering Manager		

1.0 PURPOSE

This procedure describes the required process to transfer software, associated input/output data, and/or documentation between WVNS and an outside source or requestor. It applies only when selected on the Software Requirements Form in accordance with EP-3-013, Determination of Software Requirements.

This procedure does not apply to transfer of software items obtained by purchase requisition under WV-685, Rev. 5, Acquisition and Use of Computer Equipment, Software, and Services.

2.0 RESPONSIBILITIES

2.1 Cognizant System Process/Design Manager (CSPM/CSDM) - reviews the Request for Transfer (RFT), Form WV-1866 (attachment A), and indicates approval or disapproval by signature. (For instructions on the completion of WV-1866, see attachment B.)

2.2 Requestor - submits a request for software, data, and/or documentation to WVNS.

2.3 Custodian - for transfer from WVNS to a requestor:

Prepares transfer package as specified in the RFT; transfers contents of transfer package and a copy of the RFT to the requestor; retains the RFT for inclusion in the Permanent Software Documentation Package in accordance with EP-3-016, Software Documentation Package in accordance with EP-3-016, Software Configuration Management; maintains a copy as part of the Software Documentation Package.

For transfer to WVNS from an outside source:

Submits RFT to outside source; on receipt of the requested items, ensures that the contents coincide with the requirements specified on the RFT; maintains the RFT as a permanent record.

8910260212 891025
PDR PROJ
M-32 FDC

3.0 DEFINITIONS

- 3.1 Custodian - a generic term for the purposes of this procedure that refers to either the code custodian or the owner of the data being transferred.
- 3.2 Receiver - the individual who receives a RFT.
- 3.3 Request for Transfer (RFT), Form WV-1866 (attachment A) - a request for software, input/output data, and/or documentation in the form of a letter, memo, telefax, etc.
- 3.4 Requestor - an individual who submits a request for transfer of software, input/output data and/or documentation.

4.0 GENERAL

4.1 Transfer of Software, Data, and/or Documentation from WVNS to a Requestor

If the request for transfer is not in the format of a RFT, the Receiver shall record the request on a RFT prior to forwarding it to the Custodian. The custodian shall update any logs, indexes or other applicable records, to ensure proper documentation of the transfer of software.

If the RFT is disapproved, the Custodian shall ensure that a letter is sent to the requestor explaining the disapproval. A copy of the letter shall be attached to the RFT and retained by the custodian as part of the Software Documentation Package.

If there are problems with the transfer (e.g., incomplete package, damage enroute, etc.) as indicated by the requestor by telephone, letter, telefax, or on the Acknowledgment of Receipt, Part IV of the RFT, the Custodian shall:

- Document the steps taken to complete the transfer and final resolution on Part V of the RFT
- Assure that additional transfers (if any) of the originally approved package are accomplished in accordance with section 5.1.5.

5.0 PROCESSING

5.1 Transfer of Software, Data, and/or Documentation from WVNS to a Requestor

<u>Responsibility</u>	<u>Action</u>
5.1.1 Requestor	A. Submits a request for transfer of software, input/output data, and/or documentation to WVNS.
5.1.2 Receiver	A. Receives a request for transfer. B. Record request on RFT if necessary (Part IB). C. Forwards RFT to custodian.
5.1.3 Custodian	A. Assigns a sequential control number to the RFT. B. Completes Part II of RFT and forwards it to CSPM/CSDM for approval.
5.1.4 CSPM/CSDM	A. Reviews and approves/disapproves RFT and returns it to custodian.
5.1.5 Custodian	A. Prepares transfer package as specified in Part II of RFT. B. Sends approved RFT and those items not transferred electronically to the requestor. C. Transmits those items to be transferred electronically and checks accuracy of transmission with appropriate verification/file checking software.

5.2 Transfer of Software, Data, and/or Documentation from an Outside Source to WVNS

<u>Responsibility</u>	<u>Action</u>
5.2.1 Custodian	A. Initiates request for transfer by completing Part I of RFT and forwarding it to CSPM/CSDM for approval.

Responsibility

Action

5.2.2 CSPM/CSDM

A. Reviews and approves/disapproves RFT and returns it to custodian.

5.2.3 Custodian

- A. Send approved RFT to supplier of software, data, or documentation.
- B. Assures that items received coincide with requirements specified on RFT, checks accuracy of electronic transmission with appropriate verification/file checking software, and notifies sender of any deficiencies.
- C. Documents successful completion of transfer on Part IV of RFT
- D. Notifies sender of receipt of transferred items, retains a copy of the RFT for inclusion in the Permanent Software Documentation Package in accordance with EP-3-016, Software Configuration Management, and maintains a copy of the RFT in the Software Documentation Package.

6.0 REFERENCES

- 6.1 EP-3-013 - Determination of Software Requirements
- 6.2 EP-3-016 - Software Configuration Management

7.0 ATTACHMENTS

- 7.1 Attachment A - Request for Transfer, Form WV-1866 (latest revision)
- 7.2 Attachment B - Instructions for the Completion of Form WV-1866

ATTACHMENT A (CONTINUED)

Control No. _____

REQUEST FOR TRANSFER

PART IV, ACKNOWLEDGMENT OF RECEIPT

We request your acceptance of the software items, notification of any problems encountered during the installation or execution of the information on your computer, and any suggested modification which either corrects problems or might be of general utility. If the transfer package is acceptable, indicate your acceptance below. If the transfer package is unacceptable, provide an explanation of the problem and contact the addressee. Return a copy of this acknowledgment of receipt to:

12) _____

Completed by requestor:

13) _____ Accepted _____ Accepted, contingent upon comments

14) Comments _____

15) _____
Requestor _____ Date _____

PART V, RESOLUTION OF PROBLEMS
(Completed by Custodian)

16) Action taken _____

PART VI, COMPLETION OF TRANSFER

17) Transfer completion certified by:

Custodian _____ Date _____

CSPM/CSDM _____ Date _____

NO.	Rev.	Date
EP-3-015	0	07/03/89

ATTACHMENT B

INSTRUCTIONS FOR COMPLETING REQUEST FOR TRANSFER FORM - WV-1866

PARTS Ia and Ib: The Requestor shall provide the following information to the custodian:

- 1) The identity of the individual requesting the software, data, and/or documentation.
- 2) The company and address of the individual.
- 3) The requestor's phone number.
- 4) Software or data items requested: indicate electronic transfer, if applicable.
- 5) Type and format of magnetic media requested.
- 6) The reason for the request.

PART II: The custodian preparing the transfer shall assign an appropriate control number and provide the following information:

- 7) Software, data, and/or documentation items to be transferred: indicate if electronic transfer has been requested and is possible.
- 8) The type and format of magnetic media to be supplied.
- 9) If software items or magnetic media type and format to be supplied differ from those requested, an explanation (included or attached). If there are none, indicate N/A.

PART III: The following approval is required:

- 10) The CSPM/CSDM indicates approval or disapproval of the RFT by signature, date, and circling either approved or disapproved.

PART IV; The requestor of the software, data, and/or documentation shall provide the following:

- 12) A copy of the acknowledgment of receipt to the address indicated in this block (Custodian's address).
- 13) Status of acceptance of transferred software, data, and/or documentation.
- 14) Explanatory comments regarding the transfer package, as necessary.
- 15) Signature of requestor and date of signature.

NO.	Rev.	Date
EP-3-015	0	07/03/89

ATTACHMENT B (CONTINUED)

INSTRUCTIONS FOR COMPLETING REQUEST FOR TRANSFER

FORM WV-1866 (CONTINUED)

PART V: Resolution of problems:

- 16) The Custodian shall document actions taken to resolve any problem described in item 13 above. If none, so state.

PART VI: Completion of transfer:

- 17) When the transfer is complete and/or all actions have been completed, the Custodian and the CSPM/CSDM shall indicate completion by signature and date.