



BATTELLE Project Management Division

Engineering  
Functional Area Procedure

Title

Materials Fabrication Documentation

Procedure Number

ENG-18

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Revision Number

0

Date Issued

11/83

Approval

Prepared by

DP Moak

Date

11/2/83

## 1.0 Purpose

The purpose of this procedure is to provide a method for documenting the in-house fabrication of test equipment or material samples.

## 2.0 Scope

This procedure applies to the in-house fabrication of materials within the Engineering function. An example might be machining of test samples in the BCL machine shop. This procedure is not to be applied to fabrication activities of ONWI subcontractors.

## 3.0 References and Definitions

### 3.1 References

3.1.1 PMP-01 Preparation of Procedures

### 3.2 Definitions

None

## 4.0 Responsibilities

It is the responsibility of any Engineering staff member who initiates in-house fabrication of materials to ensure that this procedure is followed so that there is documentation of the work. Normal one-over-one approval is required. The Quality Assurance Department shall review all Special Work Instructions to verify that appropriate quality requirements and verification requirements have been included.

## 5.0 Procedure

5.1 Since it is expected that in-house fabrication will be very limited and that each case is likely to be unique, a Special Work Instruction (SWI) will be used to initiate and document each fabrication activity. See Exhibit 1 for format. All SWIs shall be numbered and a log of issued SWIs shall be maintained.

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5.2 The SWI must contain detailed instructions including documentation of adherence to these instructions and any special handling requirements not covered by other BPMD procedures. The initiator of the SWI fills out Part 1 of the form and the person performing the work fills out Part 2 (see Exhibit 1).

5.3 Quality Assurance Department review and approval is required for all SWIs.

5.4 If the fabrication becomes routine (repeated several times) the SWI will be translated into a formal Engineering procedure.

5.5 Copies of all completed SWIs shall be sent to ONWI files.

5.6 All SWIs shall be tracked until close out.

5.7 Deviations should be processed in accordance with the ONWI QA Manual and PMP-01.

## 6.0 Exhibit

6.1 Exhibit 1 General Form for Special Work Instructions



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Exhibit 1 continued

General Form for Special Work Instructions

Part 2: Performance

No. \_\_\_\_\_

Subject: \_\_\_\_\_

Describe any deviations from instructions

Work Performed by: \_\_\_\_\_

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

Work Accepted by: \_\_\_\_\_

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