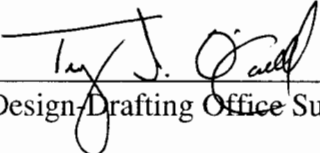



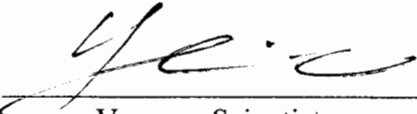
ADMINISTRATIVE PROCEDURE CLASSE-005

REVISION 0

DRAWING REVISION PROCEDURE

Prepared by:  11/14/07
Design/Drafting Office Supervisor Date

Approved by:  11/15/07
Machine Shop Supervisor Date

Approved by:  11/15/07
Vacuum Scientist Date

Approved by:  12/18/07
Technical Director Date

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A. Introduction

The Cornell Laboratory for Accelerator-based Sciences and Education (CLASSE) is engaged in variety of research activities that use complex mechanical/electrical systems, high voltage/current power systems, and ultra clean high vacuum systems. Since the Laboratory fabricates a wide range of components, a system to ensure that all engineering and design requirements are up to date is essential.

B. Scope

This procedure defines the requirements for changing approved/issued drawings, individual responsibilities and vendor contacts. This procedure applies to all CLASSE personnel and design documents under the control of the Design-Drafting Office. Critical components (research programs) that are being fabricated or modified in a strict configuration-control process are included.

C. Procedure for Revision Edits on LEPP Drawings

Once a drawing has been released and issued into the LEPP design-drafting system, it is very important to understand and follow a best practice for changing those drawings, writing revisions (rev letter increments), and releasing/issuing those revised drawings. Please note that drawings that have not been released through the LEPP Design-Drafting Office should not be sent for fabrication, especially to outside vendors, except with explicit permission by the P.I. in charge.

A design develops to a point where the initial drawings have been completed. The author communicates to the Design-Drafting Office when they have been approved and are ready to be released and issued for fabrication, either by the LEPP Machine Shop or by outside vendors.

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The Design-Drafting Office plots the drawings and enters the initial release data, from the drawings title block, into the drawing database (called NUMO and residing on LNS61 & CESR10). This release data includes the release/plot date, the author's name (Drawn For), the drawing titles and sheet quantities. At this time, the plot date on every sheet's title block reflects the date the drawing was released. There is no revision letter used at this initial release, either in the title block or the revision history in the upper right hand corner of every drawing sheet. (See figures 1 & 2).



	ITEM	DWG. NO.	DESCRIPTION			G1	G2	G3	REMARKS	REV.	
							QUANTITY				
D	PRINT DISTR.	PLOT DATE: 5/1/2007 CAD FILE NAME: 7110-023.idw									
SH. NO. 11 OF 11 7110-023 REV.	CR-1	UNLESS OTHERWISE SPECIFIED: DIMENSIONS ARE IN INCHES; TOLERANCES ON: .00 ± .016 .000 ± .005 FRACTIONS ± 1/64 ANGLES ± 0.5° ALL SURFACES ✓	 CORNELL UNIVERSITY FLOYD R. NEWMAN LABORATORY ITHACA, NY 14853			ERL Horizontal Test Cryomodule Magnetic Shield III Assembly Tuner Cover Variations - Flat View Details					A
	CHECKED BY: VM APPROVED BY: MUL	DRAWN BY DME	DRAWN FOR VM	DATE 8/28/2006	SCALE D	7110-023		SH. NO. 11 OF 11		REV.	

Figure 1. Title Block

REVISIONS				
SYM.	ZONE	DESCRIPTION	DATE	APP.

7.60 REF.

Figure 2. Revision History (Upper Right Corner of Sheet)

Changing any drawing after it has been released necessitates writing a revision to the affected sheet(s). This revision could be as minor as adding a missing dimension or as major as total part re-designs. The same approval process for releasing drawings initially is also followed for approving the revised drawings. The author communicates to the Design-Drafting Office when the revisions have been approved and are ready to be released and issued. At this time, the title block and revision history sections of the drawing have been edited to show an incremental revision letter distinguishing the

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revised sheet from the initial release. The plot date is also changed to reflect this revision release date, further distinguishing it from the initial release. (See figures 3 & 4).

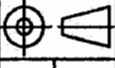

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A	REV.	ERL Horizontal Test Cryomodule Magnetic Shield III Assembly Tuner Cover Variations - Flat View Details		D	7110-023		REV. A		
		CHECKED BY: VM	DRAWN BY: DME	DRAWN FOR: VM	DATE: 8/28/2006	SCALE: D	SH. NO. 11 OF 11		
		APPROVED BY: MUL							

Figure 3. Revised Title Block

REVISIONS				
SYM.	ZONE	DESCRIPTION	DATE	APP.
A	F2	ADDED DIMS TO PART 20	5/2/07	TMK

7.60 REF. →

Figure 4. Revision History Updated

It is the author's responsibility to secure approval for the revisions from the original drawing approver. It is then the responsibility of the author to make sure a hard copy of the revised drawing goes to the LEPP Machine Shop, or to the LEPP Purchasing Office for relay to the outside vendor. If requested by the designated contact person for the order, the LEPP Design-Drafting Office will forward these drawings electronically to the vendor. The LEPP Purchasing Office will be copied on this electronic transfer and, if needed, a change order will be negotiated and issued.

This process is repeated each time a released drawing needs to be revised.