## Form 1 Approval/Cover Sheet for Externally Produced Specifications

SPC – [Project ID] – [CSI Section No.] – [XXXXX] Rev: [ ] Date:[ ]

SPECIFICATIONS

FOR

[PROJECT TITLE]

AT THE

LOS ALAMOS NATIONAL LABORATORY

PROJECT IDENTIFICATION NUMBER [ ]

TECHNICAL AREA [ ]

BUILDING [ ]

PREPARED BY

[AE NAME AND ADDRESS]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.7 Management Level | ML-1 [ ]  | ML-2 [ ]  | ML-3 [ ]  | ML-4 [ ]  |
| 1.8 Nuclear Functional Classification | SC [ ]  | SS [ ]  | IDID [ ]  | Not Safety Related [ ]  |
|  |
|  | Name |  | Signature |  | Date |
| 1.9 Submitted by: |  |  |  |  |  |
| 1.10 LANL Acceptance: |  |  |  |  |  |
|  |
| 1.11 Derivative Classifier Review: |
| Classification: | UCNI [ ]  | OUO [ ]  | Classified [ ]  | Unclassified [ ]  |
| Name | Z Number |  | Signature |  | Date |
|  |  |  |  |  |  |

**Spec Approval/Coversheet Instructions**

These instructions are not part of the completed form, therefore do not attach them. When completing the form, update headers and footers of the form as necessary for clarity and correctness. Minor adaptations are allowed.

LANL-produced specifications shall use the formats required by [AP-341-609](https://coe.lanl.gov/APs/default.aspx), *Engineering Specifications for Non-Safety SSCs* and/or AP-341-610, *Engineering Specifications for Safety SSCs*. Externally produced specifications may use or adapt these AP formats also.

|  |  |
| --- | --- |
| **Field No.** | **Entry Information** |
| Header | Enter the specification number, specification revision, and total number of pages of the specification including attachments.Specification number format is SPC – [Project ID] – [CSI Section No.] – [XXXXX], whereSPC = SpecificationProject ID = Project Identification numberWhen a specification is not associated with a project then keep the Project ID field blank, obtain the unique number field from the IRM-DCS Representative, and complete the unique number field.CSI Section No. = optional [MasterFormat](http://www.csinet.org/Home-Page-Category/Formats/MasterFormat/MasterFormat-2010-Update-Numbers-Titles.aspx) number to identify a single-topic (e.g., procurement) spec XXXXX – optional number assigned by the project (e.g., a unique/sequential number and/or a suffix that relates to the phase of a multi-phase project. Obtain from the Document Control Representative or the person who fulfils this function for the project or the facility. Include revision number of the specification and date. |
|  | Enter the specification title. |
|  | Enter the project identification number. If the specification is not associated with a project, then enter “N/A”. |
|  | Enter the project title. If the specification is not associated with a project, then enter “N/A”. |
|  | Enter the design package number. If the specification is not associated with a unique design package, then enter “N/A”. |
|  | Enter the design package title. If the specification is not associated with a unique design package, then enter “N/A”. |
|  | Enter the Operating System ID if the specification is associated with a system in an operating facility. Otherwise, enter “N/A”. |
| 1.7 | Enter the management level of the SSC described in the specification. The specification ML shall have the same ML as the highest ML (ML-1 is the highest and ML-4 is the lowest) of any item or service described in the specification.  |
| 1.8 | Enter the nuclear function classification of the SSC described in the specification. This classification is only applicable to Hazard Category 2 and 3 nuclear facilities and operations. |
| 1.9 | Preparer of the specification enters name, Z number, signature and date. |
| 1.10 | LANL Design Authority Representative (Project Engineer) enters name, signature and date. |
| 1.11 | Derivative Classifier/ Reviewing Official completes this field prior to issuance of the specification for review, fabrication, or construction. |

LANL records management representative maintains the project or the facility Master Document List current as specification revisions are approved.