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| 1. **software change REQUEST INFORMATIOn (Completed by requestor)**
 |
| 1.1 Software Name and Version:  |  | 1.2 Request Date: | Click here to enter a date. | 1.3 Requested By Date: | Click here to enter a date. |
| 1.4 Requestor:*(Name, Z Number if applicable, Organization)* |  |
| 1.5 Software Owner (SO): *(Name, Z Number if applicable, Organization)* |  |
| 1.6 Software Change Request Title:  |  |
| 1.7 TA No.:  |  | 1.8 Facility No(s):  |  | 1.9 Facility Name(s):  |  |
| 1.10 Type of Reason for Change: | [ ]  Defect | [ ]  Requirement Change |
| 1.11 Reason for Change Request: |
|  |
| **2.0 software change REQUEST DEVELOPMENT (Completed by SO)** |
| 2.1 SWID No.: |  | 2.2 Software Designation:  | Select from drop down menu  | 2.3 Assoc. Management Level (ML): | Select from drop down menu  |
| 2.4 Type of Change: | [ ]  Major | [ ]  Minor |
| 2.5 Change Description: |
|  |
| 2.6 Software Change Impact/Risk Description: |
|  |
| 2.7 Affected Software Baseline - Documents |
| Document No. (including revision) | Document Title | Document Description |
|  |  |  |
|  |  |  |
| 2.8 Affected Software Baseline – Computer Programs |
| Computer Program File Name (Including revision) | Computer Program Description |
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|  |  |
| 2.9 Planned Type of Verification and Validation (V&V) for the Change  |
| [ ]  Review(s):  | [ ]  Test(s):  | [ ]  Alternate Calculation(s):  |
| 2.10 Verification and Validation ( V&V) Description: |
|  |
| 2.11 Is this software used for control in a hazard category 2 or 3 nuclear facility, high hazard nonnuclear facility, moderate hazard nonnuclear facility, and/or accelerator facility? | Select from drop down menu  |
| If “No” is indicated, go to Step 3.1. If “Yes” is indicated, go to Step 2.8. |
| 2.12 Does this software change require engagement of the evaluation processes of SBP-15-351, *Design Basis or Safety Basis Change Review* or other safety basis (SB) reviews? | Select from drop down menu  |
| If “No” is indicated, go to Step 3.1. If “Yes” is indicated, complete safety basis evaluation(s), before approval for use (Section 6.) and go to Step 2.9. Consider completing evaluations before proceeding further. |
| 2.13 Design basis and/or safety basis evaluation(s) document number(s): |  |
| **3.0 software change REQUEST REVIEW AND aCCEPTANCE/REJECTION (completed by SRLM and as required, fdar or da)** |
| 3.1 Software Responsible Line Manager (SRLM) Review and Acceptance/Rejection | [ ]  Accepted [ ]  Accepted with Comments [ ]  Rejected  |
| If “Accepted with Comments” or “Rejected” is indicated, then provide comments or justification below:  |
|  |
| 3.2 SRLM: *(Name, Z Number if applicable, Organization, Signature, and Date)* |
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| 3.3 FDAR or DA Review and Acceptance (required only for major changes of software used for administrative control in a LANL facility)If “Accepted with Comments” or “Rejected” is indicated, then provide comments or justification below: | [ ]  NA[ ]  Accepted[ ]  Accepted with comments[ ]  Rejected  |
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| 3.4 FDAR(s) or DA : *(Name, Z Number, Organization, Signature, and Date)* |
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| **4.0 Software Change implementation (completed by SO)** |
| 4.1 Change Implementer(s): *(Name, Z Number if applicable, Organization, and Date of Implementation)* |
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| 4.2 Design Organization Reviewing Software Design Change: | Select from drop down menu  |
| 4.3 Implemented Change Description: |
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| **5.0 Software Change Verification and Validation (V&V) & Request for approval for use (completed by so)** |
| 5.1 The software change has been V&V’d in accordance with the attached V&V planning documentation. The approval for use requirements of Chapter 21 associated with this change have been satisfied. The revised software baseline (without SRLM signature), V&V results, and as required, other supporting approval for use documentation associated with this change is attached. Approval for use is requested. |
| SO:*(Name, Z Number if applicable, Organization, Signature, and Date)* |
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| **6.0 change acceptance and approval for use (COMPLETED BY SRLM AND AS REQUIRED, FDAR OR DA)** |
| I (a) accept the software change; (b) attest that the software change and the approval for use requirements of Chapter 21 have been satisfied; and, (c) attest that the software is ready to be used in its intended operating environment. |
| 6.1 Software Responsible Line Manager (SRLM) Review and Acceptance | [ ]  Approved for Use  | [ ]  Rejected  |
| If “Rejected” is checked, then provide reason below:  |
|  |
| 6.2 SRLM: *(Name, Z Number if applicable, Organization, Signature, and Date)* |
|  |
| 6.3 FDAR or DA Review and Acceptance (for major changes only) | Not Applicable (NA) [ ]  | Approved for Use [ ]  | Rejected [ ]  |
| If “Rejected” is checked, then provide reason below:  |
|  |
| 6.4 FDAR or DA: *(Name, Z Number, Organization, Signature, and Date)* |
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| **7.0 ATTACHMENTS** |
| 7.1 Attachment No. | 7.2 Attachment Title |
|  |  |
|  |  |
| **8.0 Revisions** |
| 8.1 Revision No. | 8.2 Date | 8.3 Revision Description and Reason for Revision |
|  | Click here to enter a date. |  |