



# UPF Work Package Change Request

Work Package No.: \_\_\_\_\_

Task No.: \_\_\_\_\_

Work Package Number:		Task No.:	
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Date:	Change Request Number:
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<b>Description of Change</b>

Comments:
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Requestor:	_____	_____
	<i>Print/Type Name</i>	<i>Signature</i>
		<i>Date</i>

Work activities may continue, with exceptions noted in comments, until Change has been incorporated: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Concurrence to Make Change:</b> Superintendent: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span><i>Print/Type Name</i></span> <span><i>Signature</i></span> <span><i>Date</i></span> </div>
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<b>Review/Concurrence</b>			
Reviewer	Concurrence Required	Concurrence Signature/Date	Notes/References
*Project Field Engineer	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Field Engineer	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Superintendent	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ES&H	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Field Welding	<input type="checkbox"/> Yes <input type="checkbox"/> No		
QC	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		

\* - Required at a minimum for a change request

# UPF Work Package Change Request

Work Package No.:

\_\_\_\_\_

Task No.:

\_\_\_\_\_

Work Packages and related job instructions may be changed or revised in lieu of developing a new Work Packages or instruction.

A work package change is classified as an Intent Change, Non-Intent Change, or Editorial. Editorial changes consist of correcting clerical/typographical errors, which are not addressed by this form. Review the criteria below for Intent and Non-Intent changes to determine applicable action:

## Intent Change:

A change that:

- Introduces new hazards within the scope of the work package
- Requires the scope statement in Section 1 to be expanded, modified, or reduced
- Is a technical, sequential, or scope change to approved job instructions

## Non-Intent Change:

- A change that DOES NOT meet the criteria of an Intent Change.

For an Intent Change the change Requestor shall:

- Use the Work Package Change Request form, CFN-1020 and assign a sequential number in the Change Request Number block issued from DMC against the appropriate CWP. The Task No. block may not be needed.
- Identify additional Change Review Team members on the form.
- Review Work Package AJHA and related controls and update based on Intent change being made.
- Route the work package change request form for the appropriate concurrence.
- Revise the appropriate sections of the work package in accordance with the approved Work Package Change Request form. Initial and Date.
- Insert the approved work package change request into the miscellaneous field-generated documents section of the work package.
- Conduct a pre-job briefing to summarize the change with the work parties involved.

For an Non-Intent Change the change Requestor shall:

- For a Non-Intent Change, make the changes to the Work Package. No further Work Control Process steps are necessary.