

## APPENDIX XI

### 110. SPECIFICATION CHANGE/MAINTENANCE

110.1 Purpose. This appendix provides amplified instructions for the preparation of a proposed specification change notice (SCN), an approved specification change notice, specification change pages, specification revisions, and amendments as set forth in FAA-STD-005. For computer software specification maintenance, see Appendix XII.

110.2 Scope. The proposed specification change notice (SCN) identifies a proposed change to a contractually applicable specification. After the proposed SCN is contractually accepted, an approved SCN provides a record of the change and the associated engineering change proposal (ECP). The proposed specification change notice identifies exactly the proposed changes to the specification contents. The specification revision is a complete revision of the specification and shall incorporate all previously contractually approved changes.

110.3 Applicability. Each contractor shall be responsible for compliance by his contractors, vendors, and suppliers to the extent specified in paragraph 1.3 of this standard.

110.4 Distribution of SCN. Proposed specification changes notices shall not be distributed to other activities on the specification distribution list until the SCN has been approved by the CCB and provided to the procuring activity for contract modification.

110.5 Approved SCN. The approved SCN shall be inserted into the specification immediately in front of section 1 following the title page. The previously approved SCN shall be removed when the latest approved SCN is inserted in the specification.

110.6 Preparation of the SCN. By definition, all Class I engineering change proposals (ECPs) require a specification change notice (SCN). Errata of a minor nature (such as typographical errors, punctuation, etc.) normally shall not be corrected, except as an incidental part of the next technically required ECP and accompanying proposed SCN. For those ECPs that do not affect the specification contents and affect the hardware only, the approved SCN shall indicate only that the SCN has been added to the ECP for change traceability. Figure 10 is a sample SCN form.

110.6.1 Block completion. An SCN shall initially be submitted complete, except for Block 10. If all data cannot be included within the space allocated on the forms, use attachments as necessary, with appropriate references in the blocks. The contractor shall enter the contract change order, or equivalent contract approving authority number, in Block 10 when

**Specification Change Notice (SCN)**

1. Originator Name and Address		2. <input type="checkbox"/> Proposed	3. Code Ident		4. Spec No.	
		<input type="checkbox"/> Approved	5. Code Ident		6. SCN No.	
7. System Designation		8. Related ECP/NCP No.		9. Contract No.		10. Procuring Activity
11. Configuration Item Nomenclature				12. Effectivity		
<p>This notice informs recipients that the specification identified by the number (and revision letter) shown in block 4 has been changed. The pages changed by this SCN (being those furnished herewith) carry the same date as this SCN. The page numbers and dates listed below in the summary of changed pages, combined with nonlisted pages of the original issue of the revision shown in block 4, constitute the current version of this specification.</p>						
13. SCN No.	14. Pages Changed (Indicate Deletions)			S*	A*	15. Date
16. Technical Concurrence					17. Date	
**S* Indicates Supersedes Earlier Page; *A* Indicates Added Page						

**Figure 10. Specification Change Notice**

this authority is officially received and prior to inclusion of the SCN in the specification to which it applies. The contractor shall assure that approved SCNs, including changes pages, are in complete accord with the contractual authority which approved the SCN prior to inclusion in the specification. The contractor shall then distribute those SCNs in accordance with the specification distribution list contained within the contract.

110.6.2 Supersession. When a contractor is requested to resubmit a proposed SCN, the resubmitted SCN shall retain the same SCN number with a new date. An SCN shall be revised and resubmitted only in conjunction with a revision to an ECP. When an SCN is revised and resubmitted, the resubmitted SCN shall show that the previous dated SCN has been superseded.

110.6.3 Proposed/approved SCNs. Proposed/approved SCNs shall be identified by appropriate marking in Block 2. Approved SCNs shall be marked by completion of Blocks 2 and 10, citing the contractual authority.

110.6.4 Date prepared (upper right-hand corner). This is date of contractor preparation and shall be the date on the specification change pages.

110.6.5 Effectivity (Block 12). Block 12 shall be completed to show all the configuration item serial numbers affected by the specification change notice/engineering change proposal (SCN/ECP).

110.6.6 Summary of change pages (Block 14). In addition to the change pages, enter the related ECP number of each SCN and the date appearing on the change pages of that SCN.

110.6.7 Date (Block 15). This date shall be the approval date of the SCN. If the SCN has not been approved, leave the date blank.

110.6.8 Technical concurrence (Block 16). The Federal Aviation Administration (FAA) technical officer will review the SCN and will sign and date in this block when the request is considered technically acceptable.

110.7 Specification change page. The specification change page(s) shall be attached to the SCN and shall constitute an integral part of the SCN. Updated and reissued pages shall be complete reprints of pages, suitable for incorporation by removal of old pages and insertion of new pages. All portions affected by the change shall be indicated by a vertical line in the right-hand margin. Proposed change pages shall be printed on colored paper.

110.7.1 Proposed specification change pages. When a proposed specification change page is used, the page shall reflect only the changes of that particular page; i.e., the paragraphs not being changed need not be incorporated on the page.

110.8 Specification revisions. A revision is defined as the reissue of a specification with all the SCNs incorporated in the body of the specification. A specification shall not be revised without specific approval of the procuring activity. The procuring activity will establish a convenient cutoff point, oriented to a production article number or change in baseline. The specification revision shall incorporate the information identified on the latest approved specification change notice. (See paragraph, 3.4.1, FAA-STD-005.)

110.9 Superseded specification. The issue of the specification superseded by the revised specification shall be retained intact with all specification change pages and SCNs by the custodian to provide complete continuity of all previous changes.

110.10 Configuration item development record. The configuration item development record provides status information on the development progress for each configuration item of the system as reflected by specification audits and reviews. The configuration item development for each CI, which is of new design, shall be assembled and maintained in a log. The log serves as an index of all configuration items of the system which are of new design, and records significant program actions. The log may be prepared by the integrating or system engineering contractor designated by the procuring activity. Distribution of a contractor-prepared log will be as specified by the procuring activity. The initial issue of the log shall include a record of all specifications for items of new design which are part of the functional or allocated baseline. As requirements for additional new design items are established, a record shall be added for each specification. Each configuration item development record contains information which may be included in configuration status accounting records.

110.10.1 Preparation of the configuration item development record, part 1. This part of the record shall be prepared in a format essentially as shown in figure 11. The following shall be provided:

- a. Block 1. - Enter the title of the specification (the title of the specification shall be the same as the nomenclature of the configuration item).
- b. Block 2. - Enter the date on which the procuring activity authenticated the specification.
- c. Block 3. - Enter configuration item identification.
- d. Block 4. - Configuration item part number. (Not applicable to CSCIs).
- e. Block 5. - Enter the date scheduled by the contractor for the preliminary design review (PDR) for the CI. Enter the date followed by a "C" to indicate when the PDR has been completed.

Configuration Item Development Record - Part 1	
Nomenclature	
Development Specification Number and Date <b>12345A 21 Sept 86</b> Authentication Date <b>27 Oct 86</b>	
Configuration Item Identification	
Configuration Item Part Number	
Preliminary Design Review Scheduled Date: <b>10 Jan 87</b> <b>11 Jan 87c</b>	Critical Design Review Scheduled Date: <b>11 Apr 87</b> <b>14 Apr 87c</b>
Functional Configuration Audit-Scheduled Date: <b>11 July 87</b> <b>12 July 87c</b>	Production Specification Scheduled Submittal Date: <b>1 Aug 87</b> <b>1 Aug 87c</b>
Physical Configuration Audit - Scheduled Date: <b>13 Sept 87</b> <b>15 Sept 87c</b>	
Configuration Item Qualification Scheduled Date: <b>18 Oct 87</b> <b>10 Oct 87c</b>	
Product Specification Scheduled Authentication Date: <b>17 Oct 87</b> <b>17 Oct 87c</b>	
Configuration Item Formal Qualification Certification Date: <b>25 Oct 87</b>	
Qualification Test Report	
Contractor	Contract No.

*Figure 11. Sample Configuration Item Development Record - Part 1*

- f. Block 6. Enter the date scheduled by the contractor for the functional configuration audit (FCA) for the CI. Enter the date followed by "C" to indicate when the FCA has been completed.
- g. Block 7. Enter the date scheduled by the contractor for the critical design review (CDR) for the CI. Enter the date followed by a "C" to indicate when the CDR has been completed.
- h. Block 8. Enter the date scheduled for submittal of the product specification for the configuration item. Enter the date followed by "C" to indicate action completed.
- i. Block 9. Enter the date scheduled for the physical configuration audit. Enter a "C" after the date to indicate the PCA has been completed.
- j. Block 10. Enter the date scheduled for completion of formal qualification of the CI to specific requirements. Enter the date followed by a "C" to indicate action completed.
- k. Block 11. Enter the date scheduled for authentication of product specification. Enter the date followed by a "C" to indicate action complete.
- m. Block 12. Enter the date of acceptance by the Procuring activity of the certified qualification of the configuration item.
- n. Block 13. Enter the identity of the test report/documentation which sets forth results of the qualification tests of the configuration item.
- o. Block 14. Enter the name of the contractor responsible for the design/manufacture of the configuration item.
- p. Block 15. Enter the contract number under which the development and qualification of the configuration item is accomplished.

110.10.2 Preparation of the configuration development record - part 2. This part of the record, when applicable, shall be prepared in a format essentially as shown on figure 12. The following information shall be provided:

- a. Block 1. Enter the title of the specification.
- b. Block 2. Development specification number and date.

<b>Configuration Item Development Record – Part 2</b>					
Nomenclature of Configuration Item					
Configuration Item Specification Number and Date:					
Configuration Item Specification		Impact of Changes on Related Configuration Items			
SCN	ECP	Specification/Document Title and Number	SCN	ECP	CONTR
Contractor			Contract No.		

**Figure 12. Sample Configuration Item Development Record – Part 2**

- c. Block 3. Impact of changes on related configuration items. Whenever a change to the configuration item has an impact on related configuration items, the specification or document title and identification number of the affected configuration item shall be listed, with the specification change notice and engineering change proposal covering the changes to the affected item, and the name of the contractor who is responsible for the related configuration item.