

<b>Standard Operating Procedure</b> <b>Administration of Customer Control System Programming</b> <b>and Document Changes</b>	<b>SOP No.</b> <b>2.003</b>
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- 1 Purpose
  - 1.1 To establish a change control system for administering control system programming changes for Therma's customer applications, and to ensure tracking secured archiving of programming revisions and affected documentation.
- 2 Scope
  - 2.1 This procedure applies to customer control system programs and customer associated documentation under quality control such as: Software Design Descriptions (SDD), Hardware Design Descriptions (HDD), Functional Specifications, Sequence of Operations (SOO), SOP's, and related forms and attachments. Changes to existing customer control system programs and documentation and the addition and omission of new and existing documents will follow this procedure.
  - 2.2 This system will also inform management as well as contract customers and clients of the disposition of the requested customer change.
- 3 Responsibility
  - 3.1 The administration change system is managed by Quality Assurance (QA). It remains the joint responsibility of QA, Technical Operations, and department managers to assure that this procedure is utilized to document and control changes.
- 4 Procedures
  - 4.1 The customer requesting the change will complete the information requested in a form FN 2.003.0 (Control System Change Request [SCR]) detailing the proposed modification and the justification for the change. Include attachments and supporting information when appropriate.
  - 4.2 The SCR form and attached documentation are routed to the Therma Process Systems and Controls engineer to review for completeness and clarity. Any required information is further reviewed with the customer

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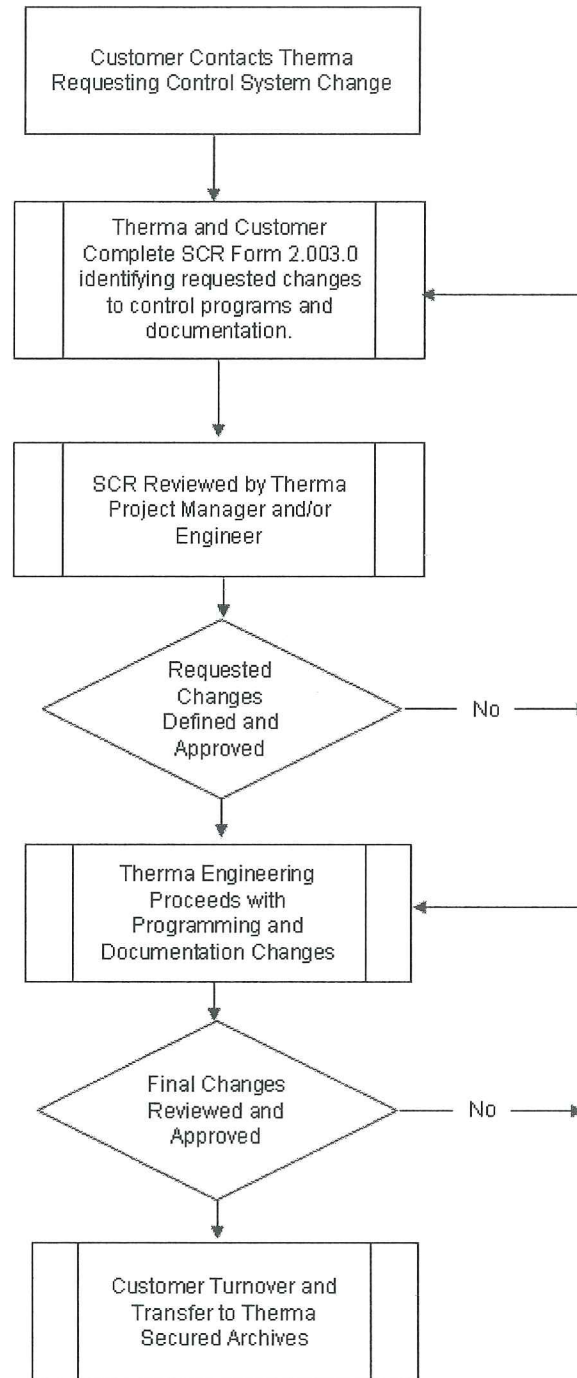
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- 4.3 Once the SCR form is completed, the customer contact authorizes Therma to proceed with the requested changes to the software and documentation.
- 4.4 The SCR form shall be assigned an SCR identification number with a prefix and suffix. The prefix will consist of the Therma project or job number. The suffix will consist of an ordinal number in the series beginning with 001. Example: SCR 310225-002 is the second SCR associated with Therma project number 310225.
- 4.5 The Therma Process Systems Engineer proceeds with all requested changes identified within the SCR.
- 4.6 Once all changes are completed, Therma will turn over the completed programming files and associated documentation to the customer. The customer will review and approve the SCR to ensure that the change requirements are satisfied.
- 4.7 Therma will further review and approve the final changes and SCR form for completeness.
- 4.8 The final software program(s) and associated documentation are transferred to the Therma secured archives for electronic storage.

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## Control System and Document Change Control Process Flow Diagram



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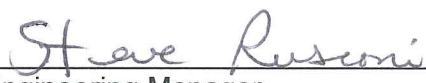
## Document Approval

  
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28/DEC/11  
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