Attachment A

CONTROL SYSTEM ACTIVITY LOG SHEET

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| --- | --- | --- | --- | --- | --- |
| **Control System Activity** | | | | | |
| Type of Activity  *SOP-ES-11(D) – Disaster Recovery*  *SOP-ES-11(S) – Short Intervention*  *SOP-ES-11(T) – Engineering Test*  *SOP-ES-11(L) – Long Intervention*  *SOP-ES-11(M) – Minor Software Change* | | | Impact  *Safety*  *Quality*  *Validation* | Requirements  *Pre-approval required*  *SOP-OPS-11 Tag-out required*  *Manager-level Approvals required* | |
| **PROPOSED MODIFICATIONS FOR PREAPPROVAL**  :N/A each cell if preapproval is not required | | | | | |
| Manufacturing Area:  Click or tap here to enter manufacturing area. | | Unit Number(s):  Click or tap here to enter unit numbers. | | | |
| Control System Equipment/Software Involved:  Click or tap here to enter control system. | | | | | |
| Description of Proposed Change: (specific details required)  Click or tap here to enter text. | | | | | |
| Associated PR Number:  Click or tap here to enter PR Number. | | | | | |
| Documents to be updated: | | | | | |
| Software ID(s):  Click or tap here to enter text. | System Specification(s):  Click or tap here to enter system specifications. | | | | Drawing(s):  Click or tap here to enter drawing numbers. |

Attachment A (Continued)

| **MODIFICATIONS COMPLETED** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Click or tap here to enter ES-11 number. | Date/Time of Activity:  Click or tap here to enter created date. | | | Individual Executing Activity:  Click or tap here to enter name. | |
| Control System Software/Description Involved:  Click or tap here to enter control system. | | | | | |
| Description of Issue:  Click or tap here to enter incident description. | | | | | |
| Intervention Taken:  Click or tap here to enter action taken. | | | | | |
| Root Cause:  Click or tap here to enter root cause classification. | | | | | |
| Manufacturing or Control System Lot Identifier (if product not present N/A):  Click or tap here to enter lot number. | | | | | |
| Associated PR Number:  Click or tap here to enter PR Number. | | | SOP-OPS-11 Tag-out Number:  Click or tap here to enter tag out number. | | |
| Documents Updated With Revision Numbers | | | | | |
| Software revisions created:  Click or tap here to enter software revisions. | | System Specification(s):  Click or tap here to enter system specifications. | | | Drawing(s):  Click or tap here to enter drawing. |
| Activity Completed (All activities completed, attachment routed for closure)  This attachment was initially routed on \_\_\_\_\_\_\_\_\_ | | | | | |

As-Found Conditions: