

GLOSSARY

ID: _____

CUSTOMER: _____

DOCUMENT TITLE	DESCRIPTION	CREATED BY	EFFECTIVE DATE
MASTER LIST	MANAGES LARGE DOCUMENTS		
GLOSSARY	A BRIEF DICTIONARY		
ENGINEERING CHANGE REQUEST (ECR)	DESCRIBES A SUGGESTED IMPROVEMENT OR PROBLEM WITH A PRODUCT		
ENGINEERING CHANGE NOTICE (ECN)	AUTHORIZES & RECORDS DESIGN CHANGES		
TITLE/REVISION BLOCK	BORDER DRAWING INSERTED AS AN AUTOCAD BLOCK ON ANOTHER DRAWING		
BILL OF MATERIALS (BOM)	LIST OF PARTS & QUANTITIES NEEDED TO MAKE AN END PRODUCT		
SPECIFICATIONS	DESCRIPTION OF DESIGN & MATERIALS USED TO MAKE A PRODUCT		
PROCESS PLAN	HELPS DEVELOP GOALS, STRATEGIES, TASKS, & SCHEDULES		
WORK AUTHORIZATION (EAD)	SPECIFIC DESIGN DOCUMENT TO WHICH IT MUST CONFORM		
CONFIRMATION	CONFIRMS A PURCHASED ORDER		
ADDITIONAL COMMENTS:			

CREATED BY: _____

CHECKED BY: _____

EFFECTIVE DATE: _____

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