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| **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 | DECRIPTION 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:** | | | |