Post Execution Approval

Execution Title : System Images and PLC Backups Form

Exe. No. :BMS-SYSBF-0050.01-E03

Execution

Executor	Title	Department	Functional Role	Executed On	Reason For Esign	Comments
Jane Baulig [Jane.Baulig@alkermes.com]	Sr Validation Specialist	Validation Dept	N/A	25-Apr-2024 10:26:37 AM Time Zone: (BST)	N/A	Table(s) : 2 has been Completed
Vincent Wilson [Vincent.Wilson@alkermes.com]	Automation Engineer II	Engineering Process Automation	N/A	25-Apr-2024 10:47:35 AM Time Zone: (BST)	Author Approval	N/A

Primary Execution Transfer Details

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Vincent Wilson [Vincent.Wilson@alkermes.com]	Automation Engineer II	Engineering Process Automation	N/A	25-Apr-2024 10:07:40 AM Time Zone: (BST)	Execution Task Transfer	- Execution Transfer request initiated from Vincent Wilson[Vincent.Wilson@alkermes.com] To Jane Baulig[Jane.Baulig@alkermes.com]

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Jane Baulig [Jane.Baulig@alkermes.com]	Sr Validation Specialist	Validation Dept	N/A	25-Apr-2024 10:27:11 AM Time Zone: (BST)	Execution Task Transfer	- Execution Transfer request initiated from Jane Baulig[Jane.Baulig@alkermes.com] To Vincent Wilson[Vincent.Wilson@alkermes.com]
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Split Execution Transfer Details

Secondary Executor	Title	Department	Functional Role	Executed On	Reason For Esign	Comments
N/A						

Split Execution

Secondary Executor	Title	Department	Functional Role	Executed On	Reason For Esign	Comments
N/A						

Approval

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Approver	Title	Department	Functional Role	Approved On	Reason For Esign
Jason Bradley [Jason.Bradley@alkermes.com]	Sr Automation Engineer	Engineering Process Automation	Process Automation	25-Apr-2024 11:07:38 AM Time Zone: (BST)	Departmental Approval

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Pre Execution Approval

Document Title : System Images and PLC Backups Form

Doc. No. :BMS-SYSBF-0050.01

Authoring

Author	Title	Department	Functional Role	Authored on	Reason For Esign
Mike Egan [Mike.Egan@alkermes.com]	Lead Validation Engineer II	Validation Dept	N/A	12-Mar-2024 08:20:57 AM Time Zone: (GMT)	Author Approval

Approval

Approver	Title	Department	Functional Role	Approved On	Reason For Esign
Alan Fitzgerald [alan.fitzgerald@alkermes.com]	Assoc Dir, Information Technology	IT Process Automation	System Owner	12-Mar-2024 02:59:54 PM Time Zone: (GMT)	Departmental Approval
Geraldine Guckian [Geraldine.Guckian@alkermes.com]	Sr Mgr, Validation	Validation Dept	Validation	12-Mar-2024 05:30:42 PM Time Zone: (GMT)	Departmental Approval
Jason Bradley [Jason.Bradley@alkermes.com]	Sr Automation Engineer	Engineering Process Automation	Process Automation	20-Mar-2024 02:05:03 PM Time Zone: (GMT)	Departmental Approval

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1.0 TABLE OF CONTENTS

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2.0

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PURPOSE

The purpose of this form is to capture the back-up details or system image details for PLC, Control System SCADAs, IPCs and HMIs supported by Process Automation/IT, including where and when those back-ups are stored.

3.0 SCOPE

This form must be used for a back-up or system imaging of all new PLC, Control System SCADAs, IPCs and HMIs systems during commissioning and/or validation. Back-ups of existing PLC, Control System SCADAs, IPCs and HMIs systems will only be taken after programming and/or configuration changes, executed under SOP 110-07048.

See 110-04805 in Veeva for more information about the back-up of PLC configurations.
See 110-06762 in Veeva for more information about system images using the software package Acronis True Image 2014.

4.0 INSTRUCTIONS

This form is to be completed to document the back-up of this form is to capture the back-up details or system image details for PLC, Control System SCADAs, IPCs and HMI's.

In some cases, the PLC backup also contains the HMI backup. In these cases, in the HMI backup section record the details of the PLC backup.
To find current PLC system Software name go to the Entity details in ValGenesis

If a section is not applicable, the table should be completed as "N/A" and comments entered to state that the section is not applicable.

5.0 PROCEDURE: PLC BACK-UP / SYSTEM IMAGE RECORD

Document the PLC back-up/System image details in the tables below.

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Component Record

Component	Actual Result	Signature & Date
Record applicable SOP 110-04805 or 110-06762	110-04805	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com) - 25-Apr-2024 09:04:10 AM (UTC)
Change Control Number and/or (IT Ticket)	CR-05328	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com) - 25-Apr-2024 09:04:30 AM (UTC)
PLC System Software Name	FPLC017	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com) - 25-Apr-2024 09:05:25 AM (UTC)
PLC Back-up Date and Time	24 APR 2024 16:41	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com) - 25-Apr-2024 09:06:04 AM (UTC)
PLC Version Number	3	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com) - 25-Apr-2024 09:06:08 AM (UTC)

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Component	Actual Result	Signature & Date
Directory on the Network Drive that the PLC Program has been saved to. (Attach Screen Shot). For example, H:\Process Automation\Automation Systems\Current___ Or Asset Center	Asset Center [BMS-1]	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com) - 25-Apr-2024 09:06:34 AM (UTC)
System Image Back-up Date and Time	N/A	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com) - 25-Apr-2024 09:06:41 AM (UTC)
Directory on the Network Drive that the new system image has been saved to. (Attach Screen Shot). For example, \\ath-sw-pn01\man_current	N/A	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com)- 25-Apr-2024 09:06:44 AM (UTC)
HMI Back-up Date and Time	N/A	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com)- 25-Apr-2024 09:06:46 AM (UTC)
HMI Version Number	N/A	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com)- 25-Apr-2024 09:06:49 AM (UTC)

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Component	Actual Result	Signature & Date
Directory on the Network Drive that the HMI Program has been saved to. (Attach Screen Shot). For example, H:\Process Automation\Automation Systems\Current___ Or Asset Center	N/A	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com)- 25-Apr-2024 09:06:52 AM (UTC)
Other configuration software e.g. VSD (Software type to be recorded in Actual Results)	N/A	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com)- 25-Apr-2024 09:06:54 AM (UTC)
Configuration Software Back-up Date and Time	N/A	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com)- 25-Apr-2024 09:06:57 AM (UTC)
Configuration Software Version Number	N/A	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com)- 25-Apr-2024 09:06:59 AM (UTC)
Directory on the Network Drive that the Configuration Software has been saved to. (Attach Screen Shot).	N/A	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.co

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Component	Actual Result	Signature & Date
For example, H:\Process Automation\Automation Systems\Current___ Or Asset Center		m)- 25-Apr-2024 09:07:02 AM (UTC)
Asset Centre Asset Name	BMS	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com)- 25-Apr-2024 09:07:09 AM (UTC)

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6.0 MASTER SOFTWARE LISTING

PROCEDURE:

Verify the Master Software Listing has been updated and a copy attached here.

MASTER SOFTWARE LISTING

Component	Actual Result	Initial & Date
Master Software Listing updated. Attach verification.	Updated Master Software Listing attached [Updated Master Software Listing-1]	**Executed By:** Jane Baulig (jane.baulig@alkermes.com)- 25-Apr-2024 09:26:37 AM (UTC)

REVIEW OF MASTER SOFTWARE LISTING

Automation Engineer to review the contents of the Master Software Listing and confirm they are correct.

Review Table

Review Complete: Yes /No	Reviewer Clarifications	Signature and Date
Yes	As expected	**Executed By:** Vincent Wilson (vincent.wilson@alkermes.com)- 25-Apr-2024 09:37:17 AM (UTC)

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7.0 REVISION HISTORY

Document Revision History	
Revision No.	**Justification of Change**
.01	New Document

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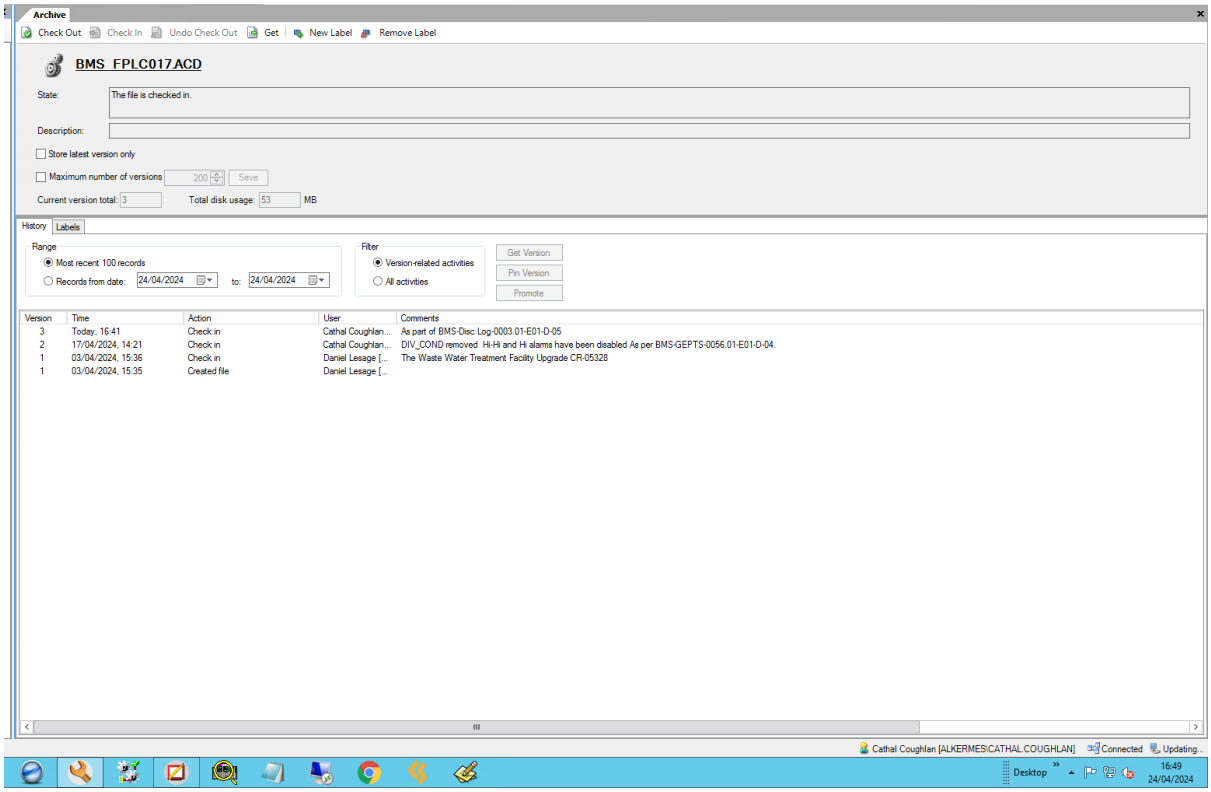

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Entity Details

Site	Athlone, Ireland
Intended Use	N/A
Category	Control Systems
Sub Category	BMS, PCS
Entity	Building Management System
Entity No.	BMS
Entity Type	Control Systems

Software Names and Versions

Software	Version
FactoryTalk View	8.00.00
FactoryTalk Asset Centre	6.10.00
RSLinx Classic	3.74.00
RSLinx Enterprise	5.74.00
Studio 5000	24.00.00
BMS Controller	**Version**
FPLC001	39
FPLC002	18
FPLC003	6
FPLC004	30
FPLC005	17
FPLC006	30
FPLC007	38
FPLC009	4
FPLC010	13
FPLC017	3
NDS002	1
BMS DRIVES	**Version**
MCC5	1
MCC7	1

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Back up image location and Date the Image was taken

BMS/PCS SCADA Backup Location7	Version	Date of Backup
H:\ProcessAutomation\AutomationSystems\Current \BMS_PCS SCADA\Current	29	17 Apr 2024
\\ath-sw-pn01\man_current		

BMS Controller	Location of Image	Date Image was taken
FPLC001	Asset Centre	21 Nov 2023
FPLC002	Asset Centre	08 Aug 2023
FPLC003	Asset Centre	08 Aug 2023
FPLC004	Asset Centre	14 Aug 2023
FPLC005	Asset Centre	14 Aug 2023
FPLC006	Asset Centre	02 Aug 2023
FPLC007	Asset Centre	14 Aug 2023
FPLC009	Asset Centre	14 Aug 2023
FPLC010	Asset Centre	20 Feb 2024
FPLC017	Asset Centre	24 Apr 2024
NDS002	Asset Centre	03 Apr 2024

BMS Drives	Location	Backup Date
MCC5	Asset Centre	05 Aug 2022
MCC7	Asset Centre	05 Aug 2022

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