



**COMMERCIAL MANUAL UPDATE SHEET INSTRUCTIONS**

This form is used to document clarifications or revisions to Commercial Manuals used to support FRCSE Industrial Plant Equipment or Facility Equipment. The need for these clarifications or revisions may originate from the maintainers and/or contractors supporting Industrial Plant Maintenance Division (code 63300) or from an Industrial Production Planning Division's (code 63100) Equipment Engineer when the equipment is modified or updated.

Examples include:

- Citing drawings or additional technical information received from the Original Equipment Manufacturer (OEM).
- Adding additional repair or maintenance procedures either received from the OEM or developed by a qualified Mechanical, Electrical or Electronics Engineer or technician.

NOTE: Once FRCSE modifies Industrial Plant Equipment or Facility, the FRCSE essentially becomes the design agent and therefore assumes responsible for maintaining configuration documentation (vice the OEM). The FRCSE also assume all design liabilities from the OEM.

**Number:** Use Julian date plus serial number. Obtained from Industrial Production Planning Division (code 63100) Administrative Assistant.

**Page 1 of \_\_:** Self explanatory

**Original Equipment Manufacturer Manual Title:** From the technical library located in B101V. Manuals will soon be available on-line.

**CTPL Manual No.:** From the CTPL binder.

**Manual Date:** From the Commercial Manual.

**Equipment Name:** From the Commercial Manual.

**Equipment Manufacturer:** From the Commercial Manual.

**Equipment Part Number:** From the Commercial Manual.

**Equipment Plant Account Number(s):** From MAXIMO.

**Cognizant Branch with Technical Engineering Authority:** Check the box listing the branch where the Mechanical or Electrical Engineer that supports the equipment resides. Defaulted to code 63160 if no Mechanical or Electrical Engineer claims responsibility or accountability.

**Cognizant Equipment Engineer:** The name of the Mechanical or Electrical Engineer developing the update or change to the Commercial OEM manual. Must be from the engineering specialty being addressed by the manual update sheet. For example, a change identifying an alternate electrical motor in a test stand must be initiated by an Electrical Engineer.

**Co-signing Equipment Engineer(s):** Peer-to-peer co-signature. The name of the Mechanical or Electrical Engineer approving the update or change to the Commercial OEM manual. Must be the same pay grade or higher than the Cognizant Equipment Engineer. Shall be from the engineering specialty or specialties being addressed by the update. For example, a change identifying an alternate electrical motor in a test stand may be initiated by an Electrical Engineer or Mechanical Engineer but shall be co-signed by an Electrical Engineer. Engineering Supervisors do not have the authority to co-sign a Commercial Manual Update Sheet unless from the engineering specialty being addressed by the change.

**Environmental Office co-signature:** Only required if the manual update includes Hazardous Materials (HAZMAT) or the change will generate Hazardous Waste (HAZWASTE) from the equipment. Also required if the equipment is included by an Air Permit or Environmental Operating Permit.

**Reason for change:** Check one or more as required.

**Description of Change:** NOTE: OEMs all use different page and paragraph numbering systems. The primary customer of the manual is maintenance technician or the equipment operator. Focus on their needs

- Cite the page number and/or paragraph numbers of the OEM manual.
- Be clear and concise. As a rule, follow the writing style in NAVAIR 00-25-700 (Technical Manual Guide to the General Style and Format of Work Package Technical Manuals).

**After signature and approval:** Provide copies to:

- Original to Administrative Assistant, Industrial Production Planning Division (code 63100)
- Copy to B101V Technical Library
- Copy to PdM/PM Section, Industrial Plant Maintenance Division (code 63300)