

SOP RECORDING ENGINEERING
CHANGE ORDERS ECO'S AND
MAINTAINING BOM REVISIONS

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AIM

To record engineering changes in an ECO and maintain BOM revisions based on the ECO.

WORKING ASSUMPTIONS

- BOMs have been defined in the system.
- The desired parts have been flagged for BOM Revisions (in the Parts form).
- Authorizer lists have been defined for ECOs, if necessary.

PROCEDURE

RECORDING AN ECO

1. Enter the Engineering Change Orders (ECO) form.
2. Specify the Date on which the ECO is to be opened. An ECO Number will appear automatically.
3. Your user name appears automatically in the Initiator of Change column. Revise if necessary.
4. Enter the Parts in the ECO sub-level form.
5. Specify the catalogue number of the part affected by the engineering change.
6. If BOM revisions are maintained for this part and the engineering change requires the creation of a new BOM revision, enter the BOM Revisions sub-level form and do the following:
 - In a new line, record a BOM Revision Number and Description.
 - In the Effect Date column, specify the date on which the new revision is intended to go into effect. The End Date column displays the date on which this BOM revision ceases to be in effect.

Note: When a revision is opened, this column is filled in automatically with a predefined future date (01/01/50). Once a new revision is opened, the column is filled in with the day before the next BOM revision is to go into effect.

7. Move to the Child Parts sub-level form to view and/or update the child parts composing the current BOM revision (e.g., part numbers, quantities).
8. Return to the root form (Engineering Change Orders (ECO)) and move to the Parts in the Eco (then choose the part/line you want to attach the documents for) then Documents for part. Use this form to attach any relevant files (e.g., blueprints, Word documents).

Note: Files that are attached to an ECO will also be linked automatically to the part record (in the Documents for Part sub-level of the Part Catalogue form), together with the number of the applicable ECO.

9. Move to the parallel ECOs - Remarks sub-level form to record extensive remarks regarding the engineering change.

10. If an authorizer list has been defined for ECOs, enter the Authorize ECO sub-level form. This form lists all authorizers who must sign before the ECO can be authorized. If you are the next authorizer on the list:
 - Flag the Authorize column next to your name and return to the upper-level form.
 - In the Assigned to column, specify the user name of the next authorizer on the list.
11. When the ECO is fully authorized, change its status to Authorized.

RESULTS

- Engineering changes were recorded for the part.
- If the same authorizer list is defined for both ECOs and BOM revisions, the revision is authorized automatically together with the ECO.