

STANDARD PROCEDURES AND PRACTICES

Number: **SPP-021, Issue A**

Subject: **JC-11 Change Record Methodology**

Effective date: **December 2005**

Item Number: **11.2-710(S)**

BACKGROUND:

This document explains methodology to be used for recording changes incorporated in all JC11 Mechanical Package Outlines, Standards and Design Guides. This document also includes the format to be used for recording changes of documents issued by JC11. This SPP applies to all Mechanical Outlines, Standards and Design Guides published by JC11.

PRACTICE:

- 1 All proposals for ballot will include a Change Record page.
- 2 Ballots proposing a change to an existing document that does not already include a Change Record page will now require that a Change Record page be added and that the proposed changes or additions be listed on the Change Record page for the ballot process.
- 3 Ballots and proposals in process
 - 3.1 All new documents approved for publication will include a Change Record page indicating the initial publication date.
 - 3.2 Previously issued documents that have been properly balloted and approved for changes or additions will have a Change Record page added. The initial release date will be left blank.
- 4 Editorial changes that do not alter the intent of the document are not required to be included on the Change Record page with agreement from the committee. If the editorial change requires the document to be republished with a new issue date, the change will be listed on the Change Record page.
- 5 The formats to be used for the Change Record are included in this SPP as Annex A and B and will be available from the JEDEC office in both Microsoft Word and AutoDesk AutoCAD. There are two Change Record formats included. The General Format can be used for Design Guides or any other JC11 document. The Alternative Format can be used when details of specific changes need to be recorded such as dimension changes in an outline.
 - 5.1 It is the responsibility of the ballot sponsor to include the Change Record page with the ballot proposal and to update it appropriately for publishing.

PRACTICE CONTINUED:

- 5.1.1 All new ballots will include a Change Record page at the end of the document proposal. When the ballot is approved for publication, the appropriate issue letter and date will be added to the Initial Release line on the Change Record page.
- 5.1.2 When proposing changes to an existing document, a Change Record page will be included as part of the proposal with the changes being proposed included on the Change Record page for balloting. The issue will be shown as "Proposed". When the ballot is approved for publication, the appropriate issue letter and date will be added to the summary of changes on the Change Record page. Information on the initial release line will be left blank.
- 5.2 Format Selection
 - 5.2.1 It is the choice of ballot sponsor as to which format should be included in new proposals. It is also the choice of the ballot sponsor as to which format should be used for proposed changes to existing documents.
 - 5.2.2 When using the General Format, the summary of changes must be clearly explained in the text box provided.
 - 5.2.3 When using the Alternative Format:
 - a) The location for each change will be noted including the page and view. If a note is changed, the note number will be listed as the location.
 - b) The "Changed from" information will be included as a record to allow users of the document to understand what was previously specified or noted. Sufficient information must be shown for clarity and understanding. If new or additional information is being added, it will be noted as "Added new".
 - c) The "Changed to" information will list all the new information added or changed in this new issue.
 - d) Additional lines within a change block can be added or deleted as needed.
- 5.3 Additional change blocks can be added as needed when new changes are proposed.
- 6 Good engineering practice requires that changes to specifications be tracked on published specifications.

TERMS AND DEFINITIONS:

For the purposes of this standard, the following terms and definitions apply:

Document: Any outline, standard, design guide or other publication that has been reviewed, balloted and approved by JC11.

Editorial: Changes to spelling, punctuation, or phrasing that does not change the meaning of the document with approval by JC11.

Record: Methodology to log changes being made to any JC11 document.

ANNEX A – GENERAL FORMAT

Change Record

If the change involves any words added or deleted (excluding deletion of accidentally repeated words), the change is to be included below. Punctuation changes may or may not be included.

Initial Issue:	Date:	JC11 Item Number:
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Change Record History

Issue:	Date:	Item Number:
Description of changes		

Issue:	Date:	Item Number:
Description of changes		

Issue:	Date:	Item Number:
Description of changes		

ANNEX B – ALTERNATIVE FORMAT

Change Record

If the change involves any words added or deleted (excluding deletion of accidentally repeated words), the change is to be included below. Punctuation changes may or may not be included.

Initial Issue:	Date:	JC11 Item Number:
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Change Record History

Issue:	Date:	Item Number:
Location	Changed from:	Changed to:

Issue:	Date:	Item Number:
Location	Changed from:	Changed to:

Issue:	Date:	Item Number:
Location	Changed from:	Changed to:

Change Record

If the change involves any words added or deleted (excluding deletion of accidentally repeated words), the change is to be included below. Punctuation changes may or may not be included.

Initial Issue: A	Date: December 2005	JC11 Item Number: 11.2-710
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Change Record History

Issue:	Date:	Item Number:
Location	Changed from:	Changed to:

Issue:	Date:	Item Number:
Location	Changed from:	Changed to:

Issue:	Date:	Item Number:
Location	Changed from:	Changed to: