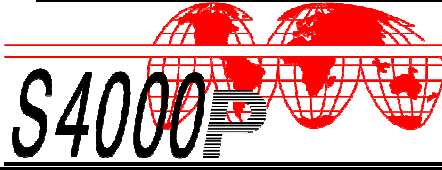


Request for Clarification (RFC) / Change Proposal Form (CP)
Instructions for Completion



| Form Element | Description | Completed by |
|------------------------------|--|---------------------------|
| RFC/CP Identification Number | A unique Identification Number of RFC or CP assigned by the S4000P SC and used as a reference for further communications | S4000P Steering Committee |
| Date of Initial Receipt: | Date RFC/CP received by S4000P SC and RFC/CP Identification Number assigned. | S4000P Steering Committee |
| Request for Clarification | Tick box if the completed form is a Request for Clarification | Form Originator |
| Change Proposal | Tick box if the completed form is a Change Proposal | Form Originator |
| Originator | Originator (author) of the RFC/CP. Include Originator's Name, Organisation, Address, Telephone No & email | Form Originator |
| To | Recipient of the RFC/CP (expert team member or S4000P SC member, to whom the RFC/CP is sent) | Form Originator |
| Date | Identifies, when the RFC/CP was created or dispatched | Form Originator |
| S4000P Version | Version of the ASD S4000P, to which the RFC/CP is addressed to | Form Originator |
| S4000P Reference | Reference to that part of the ASD S4000P against which the RFC/CP is addressed to. Where applicable, details to include but not limited to chapter, subchapter, paragraph, line, figure number, etc. | Form Originator |
| Description of RFC/CP | Detailed description of the RFC/CP and the reasons why the RFC/CP was raised | Form Originator |
| Answer provided | Detailed answer to the RFC/CP | S4000P Steering Committee |
| Conclusion | A list of activities that have been initiated by the RFC/CP | S4000P Steering Committee |
| Status | Progress information in the way of a status code | S4000P Steering Committee |
| Status date | Identifies, when the actual status code was assigned | S4000P Steering Committee |
| RFC closing date | Identifies, when the RFC was finally closed or when the RFC initiates a CP | S4000P Steering Committee |

Request for Clarification (RFC) / Change Proposal Form (CP)
Instructions for Completion



| Form Element | Description | Completed by |
|---|--|---------------------------|
| RFC closing responsible | Responsible expert team member or S4000P SC member who closed the RFC or initiates a CP | S4000P Steering Committee |
| <p><i>The following elements are populated by the S4000P SC when the original Request for Clarification identifies the need for a Change Proposal to be raised.</i></p> | | |
| RFC changed to Change Proposal opened | Yes/No decision, whether the RFC leads to initiation of a CP, raised by the S4000P SC | S4000P Steering Committee |
| CP Identification Number | A unique Identification Number of CP, assigned by the S4000P SC, used as a reference for further communications (Identification Number to be copied to top of form) | S4000P Steering Committee |
| CP Conclusion | A list of activities that have been initiated by the upgrading of the RFC to a CP | S4000P Steering Committee |
| CP closing date | Identifies, when the CP was finally closed or when the CP initiates a Change Request (CR) | S4000P Steering Committee |
| CP closing responsible | Responsible expert team member or S4000P SC member who closed the CP or initiates a CR | S4000P Steering Committee |
| CP changed to Change Request opened | Yes/No decision, whether the CP leads to initiation of a CR, raised by the S4000P SC | S4000P Steering Committee |
| CR Identification Number | If the CP decision above is Yes a unique Identification Number of CR will be assigned by the S4000P SC, used as a reference for further communications (Identification Number to be copied to top of form) | S4000P Steering Committee |