

**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 S3000L SC and used as a reference for further communications	S3000L Steering Committee
Date of Initial Receipt:	Date RFC/CP received by S3000L SC and RFC/CP Identification Number assigned.	S3000L 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 S3000L SC member, to whom the RFC/CP is sent)	Form Originator
Date	Identifies, when the RFC/CP was created or dispatched	Form Originator
S3000L Version	Version of the ASD S3000L, to which the RFC/CP is addressed to	Form Originator
S3000L Reference	Reference to that part of the ASD S3000L 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	S3000L Steering Committee
Conclusion	A list of activities that have been initiated by the RFC/CP	S3000L Steering Committee
Status	Progress information in the way of a status code	S3000L Steering Committee
Status date	Identifies, when the actual status code was assigned	S3000L Steering Committee
RFC closing date	Identifies, when the RFC was finally closed or when the RFC initiates a CP	S3000L Steering Committee
RFC closing responsible	Responsible expert team member or S3000L SC member who closed the RFC or initiates a CP	S3000L Steering Committee

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<i>The following elements are populated by the S3000L SC when the original Request for Clarification identifies the need for a Change Proposal to be raised.</i>		
RFC changed to Change Proposal opened	Yes/No decision, whether the RFC leads to initiation of a CP, raised by the S3000L SC	S3000L Steering Committee
CP Identification Number	A unique Identification Number of CP, assigned by the S3000L SC, used as a reference for further communications (Identification Number to be copied to top of form)	S3000L Steering Committee
CP Conclusion	A list of activities that have been initiated by the upgrading of the RFC to a CP	S3000L Steering Committee
CP closing date	Identifies, when the CP was finally closed or when the CP initiates a Change Request (CR)	S3000L Steering Committee
CP closing responsible	Responsible expert team member or S3000L SC member who closed the CP or initiates a CR	S3000L Steering Committee
CP changed to Change Request opened	Yes/No decision, whether the CP leads to initiation of a CR, raised by the S3000L SC	S3000L Steering Committee
CR Identification Number	If the CP decision above is Yes a unique Identification Number of CR will be assigned by the S3000L SC, used as a reference for further communications (Identification Number to be copied to top of form)	S3000L Steering Committee