

Advanced Photon Source

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Releasing APS Purchased Parts

Section Where Used:

This procedure is used to release models obtained from vendors or used to represent the parts purchased from vendors into the Pro/Intralink or equivalent database.

Changes made in this revision:

- Updated titled
- Added definition of Responsible Person in section 1.5

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Releasing APS Purchased Parts

1 INTRODUCTION

This procedure is used to release models obtained from vendors or created to represent the parts purchased from vendors into the Pro/Intralink or equivalent database.

1.1 Purpose

To document the process of controlling and releasing vendor models or models generated to represent the vendor parts

1.2 Scope

- Representative Models

1.3 Applicability

This procedure applies to APS personnel who use models obtained from vendors or create models to represent the vendors purchased parts.

This procedure is not used to release drawing files received from vendors to document as-built work. Drawing files received from vendors require the use of the Releasing AES Drawings ([Procedure # 3.1.108, APS 1281567](#)).

1.4 Type of Procedure

Step-by-step procedure.

1.5 Definitions

DCC – Document Control Center

Pro/Intralink – CAD drawing management system

Release level – One of three values – Work in Progress (WIP), Pending, or Released

DaD – Design and Drafting Group

Responsible Person - The individual creating the model that represents the vendor part use in their assembly

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2 PROCEDURE

2.1 Modeling Steps

- 2.1.1 Responsible person creates model file of vendor parts.
 - 2.1.1.1 This can be a model obtained from the vendor or one created by the responsible person to represent the purchased part.
- 2.1.2 Responsible person checks the model created into Pro/Intralink using the vendor's part number as the model name.
- 2.1.3 Responsible person assign a release level of WIP to the model in Pro/Intralink
- 2.1.4 Once the model is completed, the responsible person initiates the approval process.

2.2 Approval Steps

For graphical detailed steps to this process refer to [APS_1417462](#).

2.2.1 Intralink / Vault Steps

- 2.2.1.1 Promote drawings to be released to "Pending" in Commonsplace.
- 2.2.1.2 Refresh workspace to update drawing status
- 2.2.1.3 Select table configuration "Release Package" in Pro/Intralink
- 2.2.1.4 In Vault the display configuration has to include the following fields.
NAME , RELEASE LEVEL, REVISION, VERSION, FOLDER,
ELEC_FILE_NAME, DESIGNER, RESP_ENG, GROUP_LEADER
TITLE1, TITLE2, TITLE3, TITLE4, TITLE5, WBS
- 2.2.1.5 Select content to be released this includes all models, drawings and related parts.
- 2.2.2.6 Copy metadata information using "Edit" - "Copy" this provides the titles for the data. Proceed to Excel steps.

2.2.2 Excel Steps

- 2.2.2.1 Paste the information into Excel using "ctrl-v" in the A1 cell.
- 2.2.2.2 Resize columns to fit by using, Home Ribbon, Format, Autofit Column Width.
- 2.2.2.3 Center the text by selecting center under Alignment on the Home Ribbon.
- 2.2.2.4 Save this under your "DRP Release Packages" directory as "DRPWBS#-LDN#-CVR", using the WBS-LDN numbers of the top level assembly.(DRP-410504-100500-CVR.pdf)
- 2.2.2.5 Print this excel sheet into a B-Size (11x17) PDF using the same file name as above.

2.2.3 Pro/Engineer / AutoCAD

- 2.2.3.1 Print full size PDF files of each drawing to be released into the "DRP Release Packages" directory as "WBS#-LDN#-REV#".
(410504-100500-00.pdf).

2.2.4 Adobe Pro

- 2.2.4.1 Combine the above files into a single multipage PDF using Adobe

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Acrobat with the naming convention of “DRP-WBS#-LDN#-REV#” of the top level assembly.

2.2.4.1.1 The Excel cover page is page one in this multipage PDF.

2.2.4.1.2 Arrange the drawings in numerical order in the combine window prior to combining the files.

2.2.5 ICMS Approval

2.2.5.1 Check this DRP combined PDF package into ICMS filling in all fields that are required.

2.2.5.2 Route this for approval to the following people, DaD Quality Assurance, the Responsible Engineer, their Group Leader, the DaD Group Leader and DCC.

2.2.5.3 This completes the release of the document package, individual PDF's of each document will be imported into ICMS as the original document names. (ICMS Content ID: 410504-100500).

3 FEEDBACK AND IMPROVEMENT

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)^{*} to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS 1408152](#)).

* http://centraldocs.aps.anl.gov/comment_form.php