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YC

**INDUSTRY STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

YC/T 12.9-1993

Replacing YC/T 12.9-1993

**Tobacco machinery. Products technological documentatioin.
Part 9: Changing method
(English Translation)**

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Foreword

YC/T 12 "Tobacco Machinery Product Process Document" is divided into the following sections.

- Part 1. Integrity;
- Part 2. Process design;
- Part 3. Product structure process review;
- Part 4. Process design;
- Part 5. Process specification format;
- Part 6. Management process file format;
- Part 7. Numbering method;
- Part 8. Process quota preparation;
- Part 9. Change method.

This part is the ninth part of YC/T 12. This part replaces YC/T 12.9-1993 "Tobacco Machinery Product Process Document Process General Rules for Quality Control.

This part is proposed by the National Tobacco Monopoly Bureau.

This part is under the jurisdiction of the National Tobacco Standardization Technical Committee (TC144).

This section drafted by. Changde Tobacco Machinery Co., Ltd., China Tobacco Machinery Technology Center Co., Ltd.

1 Scope

This part of YC/T 12 specifies the principles, procedures and methods for the modification of the process documentation for tobacco machinery products.

This section applies to changes in the process documentation for tobacco machinery products.

2 Normative references

The terms in the following documents become the provisions of this part by reference to this part of YC/T 12. For dated references, all subsequent amendments (not including errata content) or revisions do not apply to this section, however, an agreement is encouraged under this section.

The parties are studying whether the latest version of these documents can be used. For undated references, the latest edition applies to this section.

YC/T 12.6-2006 Process documentation for tobacco machinery products - Part 6. Process file format for management

3 Change principle

3.1

The change of the process documentation should ensure that the quality of the product meets the product design requirements, and considers the advancement of the process, the feasibility of production and the the rationality of the economy.

3.2

Changes to the process documentation should ensure that the changed documents are correct, complete, uniform and clear. Related to when changing a process file the files should be changed at the same time to ensure that the changed files are consistent.

3.3

When the process documentation needs to be changed, the process department should generally issue a process document change notice and change it with the change notice.

3.4

After the process document change notice is issued, the documents that need to be changed should be changed within the specified date.

3.5

When the process needs to be changed due to temporary equipment, process equipment or materials, the notice of temporary departure from the process specification should be

filled in.

The relevant department will be signed and approved, and the formal process documents should not be changed.

4 Change program

4.1

Fill in the process document change notice, the format of which is in accordance with the format 17 of YC/T 12.6-2006.

4.2

After the process document change notice is completed, it will be issued after the relevant department will sign, review and approve it.

4.3

Change the corresponding process file according to the approved process document change notice.

5 Change method

5.1

Changes to the process documents should generally not be altered, but should be changed, and the contents to be changed should be drawn with thin solid lines.

You should be able to clearly see the content before the change, and then fill in the changed content nearby.

5.2

Mark the change mark used in this change near the changed part---indicated by a lowercase Latin letter with a circle, such as a, b, and use the leader line (thin solid line) to direct the change mark to the changed part. The change tag should match the one specified in the change ticket.

5.3

Fill in the change mark, change number, change notice number, date used in this change in the change column at the end of the changed file.

Signed with the changer.

5.4

The electronic version of the process file can be changed according to the provisions of 5.1 to 5.3, and a new layer is added, named as the change layer, and the content before the change is placed.

At this level for future reference. Can also be modified directly, that is, delete the changed part, enter new content in the corresponding position, and then enter in the change layer Change tags, guidelines, and deleted content.

5.5

The process documentation needs to be reworked after the following changes have been made.