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Engineering Change Proposal (ECP) Instructions

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1. General Information

1.1. Purpose

This document aims to provide guidance to an Engineering Change Proposal submitter.

2. Instructions

2.1. Introduction

These instructions provide guidance for Part 1 of the Engineering Change Proposal as it is the one to be completed by the originator.

2.2. Fields

2.2.1. Title (1.)

In the Title, concentrate on what the proposal is about and less on what equipment it concerns (this is covered in block 3). Use terms like: “Improve reliability of HV power supply - RSRP” or “Close Control for MASE”.

2.2.2. Originator Reference Nr (2.a)

It is the reference number of the ECP originating body. The “**ORIGINATOR**” has to be the **Country Identifier (Two/Three-Letter Originator Codes or Three-Letter Country Codes according to the NATO Publication IMSSOP-1 (15th Edition) - Annex H) for RT products (MASE,ISP and ASDE) or the Site ID (Two/Three-Digits Codes) for NRT products (ICC, NIRIS, etc).**

The “**REFERENCE No.**” consists of 5 digits, the first two indicating the year and the last three the sequential number starting each first of January. (Examples: ITA 08001 or CA 08005).

2.2.3. Originating Organization (2.b)

It should be the national body that has authority to issue ECPs. It may also be an Operational Users Group (OUG) or Implementation Group (IG) for the product lines that have such sponsors.

2.2.4. POC Information fields (2.e – 2.h)

It should mention the contact person at the submitter site. Typically, that person would be contacted by the support organization whenever clarification is required, for instance.

2.2.5. System (3.a)

Use this block to identify as accurately as possible the equipment and /or software part affected by the issue you are reporting through the ECP. Field 3.a refers to the overall system for which you are reporting an issue. Eg: MASE, ICC, ACCS...

2.2.6. Software Item (3.b)

Software Item is the software Configuration item name affected by your ECP. When possible, provide as many details as possible. For instance, if you report an issue for ICC and you know that the problem is in the Client part, enter ICC Client.

2.2.7. Firmware (3.c)

Any Firmware impacted by the issue you are reporting in the ECP, when applicable.

2.2.8. Hardware (3.d – 3.g)

These fields are references to hardware items, and their component parts, referenced by the ECP (For software-only ECPs, these fields are blank).

- **NAME:** refers to the name of the system, item, or equipment, such as RSRP or MASE
- **VERSION:** particularly for software and firmware ECPs, the version number of the system, such as MASE 5.1.0
- **PART/PATCH No.:** is the specific part or patch number of the item, where applicable.
- **NSN:** NATO Stock Number, for hardware items when known.

2.2.9. Documentation Identification (4.)

Identify any documentation that requires change in order to implement this ECP, including any appropriate detail (volume, chapter, paragraph...) which would help the support organization.

Identify as accurately as possible any documentation that would have to change in order to implement the ECP.

2.2.10. Description of Problem / Deficiency

Provide details of what type and nature the problem and/or deficiency is, how often it occurs and what particular area is affected. The following deficiency types have been defined:

- **Permanent** means the problem is always occurring or the deficiency is always present.
- **Recurrent** means the problem always occurs, or the deficiency is always present, when the user performs a certain specific set of actions (i.e., the problem/deficiency is easily reproducible).
- **Intermittent** means the problem/deficiency seems to occur randomly and is not easily reproducible.

Use the Brief description to facilitate the understanding of the problem

Propose a priority in accordance with the following definitions:

- **Emergency:** to be used where not taking immediate action could lead to a compromise in security; or may result in serious injury or death to personnel; or extensive damage to equipment.
- **Urgent:** to be used where not taking prompt action may seriously compromise mission effectiveness; or affect life cycle costs to the support organization.
- **Routine:** any change that cannot be classified as being Emergency or Urgent.

2.2.11. Important note about emergency ECPs

An emergency ECP can be submitted when a problem can cause safety-related adverse effects or unacceptable degradation of operational capability.

Submission of an Emergency ECP will immediately trigger a specific emergency procedure in the support organization. As part of this procedure, the emergency will be (or not) confirmed by the subject matter experts and decision bodies. If emergency is not confirmed, the ECP will be downgraded to urgent. So, please, do not submit an emergency ECP with the hope it would be implemented faster and use emergency route when the problem really represents an emergency.

2.2.12. Justification for Change (6.)

The justification should be appropriate to the problem at hand. If it is a substantial change proposal, more justification is required than if it is an obvious discrepancy in a technical manual. Check any appropriate boxes regarding whether Flight Safety, Personnel Safety, etc. is affected by the problem and /or deficiency.

2.2.13. Description of Proposed Solution / Change (if available) (7.)

Include as much information as is available; attach more detail if necessary. In the case of a deficiency, there may not be a known solution. In the case of a documentation discrepancy, it is normally obvious what the problem is. For change proposals where prototypes have already been developed on site to show proof of concept, attach any available drawings, diagrams, and other information.

2.2.14. Supporting Information (as available) (8.)

This block is intended to ensure that attached material from block 7 is listed and referenced to the form.

2.3. Security Classification and Transmission

Assign a Security Classification in accordance with the content of the completed form, and write it at the top and bottom of pages 1 and 2 (if the ECP is not submitted online). When the form is finalized and signed by the local authorities, it should be forwarded to the supporting organization for further processing. The ECP may be sent by a variety of means (according to security classification). However, usage of electronic form is preferred.

No distinct ECP is required for documentation change processing.