

## Complete Peer Review

### 1.0 PURPOSE

This procedure defines the responsibilities to complete a Change Activity Peer Review.

### 2.0 REFERENCES

#### 2.1 Applicable Documents

Number	Title
87139	Guide for Completing Peer Review

#### 2.2 External References

Number	Title
N/A	N/A

### 3.0 RESPONSIBILITIES

Function or Title	Responsibility
Peer Reviewer	Reviews any content related to the Change Activity and accepts the proposed change or provides feedback to the Change Activity Assignee.

### 4.0 DEFINITIONS

Term	Definition
Affected Objects	The primary object(s) that are undergoing change; this may include parts or documents.
Attachment	A document, data file, zip file, etc. that supports an object.
Attribute	Fields populated on an object that define its use.
Change Activity (CA)	A change implementation activity used to assign tasks for individuals to complete and be reviewed prior to Change Implementation Board review.
Change Order (CO)	An object that allows planning, managing, monitoring, and approval of new/revised objects of the change activities
Document Object	An object that consists of primary content (e.g., Word document, Excel file) for a controlled document.
Enterprise Change Request (ECR)	An object containing information relating to the scope of the proposed change(s). The ECR houses all Change Orders, and their associated Change Activities, used to implement the approved ECR. All of the change objects, and their current state, can be viewed all at once using the ECR change tree

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Term	Definition
Inactive (Phase Out)	A lifecycle state when objects are no longer intended for use, but may be used to complete work in progress.
Keyword Search	PLM system search engine for content, attributes, document number, etc.
Lifecycle Map	Displays current position within the lifecycle.
Lifecycle State	The status of an object in Windchill.
Major Rewrite	Extensive changes to a document.
Notification Email	A Windchill generated email that notifies the identified functional roles of the status change of an object.
Object	A document, part, ECR, CO, CA, etc., that is identified in Windchill.
Part Object	A part controlled in Windchill.
Peer Review	Allows for feedback, input, and error correction prior to formal review.
Pre-Released	A lifecycle state where the object is available for development activities.
Released	A lifecycle state where the object is available for production activities.
Resulting Object	Object which will become effective upon release of the Change Order.
Structure Report	A query that identifies parent/child, and object structures.
SAP	Enterprise Resource Planning (ERP), a business operating system used to manage finances, assets, costing, production operations materials, plants and executions of a common set of data and programs.
Version	An identifying letter or number which is used to identify the implementation, or pending implementation, of a change to a particular object as part of a Change Order
Windchill (WC)	Product Lifecycle Management (PLM) system used to manage objects associated with the lifecycle of a product from its conception to its obsolescence.

### 5.0 **FLOW CHART**

N/A

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### 6.0 REQUIREMENTS

#### 6.1 General Requirements

Step	Action
1	<p>The Peer Review provides an opportunity to verify that the document content changes are correct, and/or part attributes and structure have been met.</p> <p>Peer Reviewers could include:</p> <ul style="list-style-type: none"> <li>• Approvers</li> <li>• Technical Reviewers</li> <li>• Individuals requesting inclusion</li> <li>• Should include functional groups impacted</li> </ul> <p>The Peer Reviewer can provide feedback to the Change Activity (CA) Assignee, or accept the work.</p>

#### 6.2 Review Change Activity

Step	Action
1	<p><b>Name</b></p> <p>Ensure the Change Activity name is specific to the CA.</p>
2	<p><b>Description</b></p> <p>The CA Description serves as direction to the CA Assignee to complete the CA. Ensure the changes made align with the description.</p>
3	<p><b>Attachments</b></p> <p>Attachments are dependent upon the changes. Ensure the attachments support the changes.</p> <ul style="list-style-type: none"> <li>• Structure/Routing Creation Form for new BOM/Routing and new document structure.</li> <li>• Structure redlines for changing BOM/Routing and revised document structure.</li> <li>• Training Plan when the documents require training.</li> <li>• Implementation Plan for affected document(s),.</li> <li>• When inactivating (with the exception of Quality System documents) or obsolescing parts or documents: <ul style="list-style-type: none"> <li>○ Keyword search with reconciliation of reference relationships stated.</li> <li>○ Where Used report from Windchill (both parts and documents)</li> <li>○ Structure report (both parts and documents)</li> </ul> </li> <li>• Component Qualification Plan for purchased parts.</li> <li>• Part Extension Form and/or Part Data Form for updates to parts, as applicable.</li> <li>• Software Executable that is recorded on hard media external to Windchill.</li> <li>• Approved Terumo Supplier Notice of Change Form for parts or documents that impact Terumo as indicated in their attributes.</li> </ul>

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### 6.2 Review Change Activity

Step	Action
4	<p><b>Affected/Resulting Objects</b> Verify the following:</p> <ul style="list-style-type: none"> <li>• Document content changes are correct.</li> <li>• Part and document attributes are correct.</li> <li>• Structure is accurate.</li> </ul>
5	<p><b>Training Determination</b> For CAs containing document object types requiring training, ensure training determination is complete and accurate.</p>
6	<p><b>Material Assessment</b> For CAs containing part object types that require Material Assessment, ensure Material Assessment is complete and accurate.</p>

### 6.3 Complete Peer Review Change Activity

Step	Action
1	<p><b>Accept</b> If the document content is correct, and/or part attributes and structure have been met, accept the Peer Review Change Activity task.</p>
2	<p><b>Feedback</b> If the document content is correct, and/or part attributes and structure have not been met, provide feedback to the CA Assignee.</p>