

ADVANCED DOCUMENT CHANGE NOTICE

The **Advanced Document Change Notice** (ADCN) is a sometimes-used method to make changes without revising the master documents. A limit is set on the number of ADCNs that can be “accumulated” against any single document. The DOD sanctions this method. Most government agencies sanction this method. The Drafting Room Manual (DRM) sanctions this method. A copy of the ADCN is placed with or noted on the master. If someone asks for a print, they are given the print plus a copy of each accumulated ADCN. The limit is usually arbitrarily set at five – then the master must be updated.

The effect of the practice is very negative. It places a burden on the document customer to “integrate” the changes before use of the **drawing**. It tends to force the accumulated changes to be made effective together – usually when the master is updated. In the meantime, production and/or the supplier may be building parts that will be scrapped or reworked.

It costs time to copy and attach the ADCN to the print master. Worst of all, it costs time for each customer to “incorporate the changes” so they can use the document – very error-prone. It tends to preclude the use of marked prints for changes since one cannot obtain the latest revision print to mark up. All these negatives come with what positive? The time to incorporate each **change** is the same. It saves pulling and refileing the master **drawing** four times! How long does that take or how many key strokes?

There is nothing “**advanced**” about the practice. It makes the CM customer suffer for very little, if any, savings in CM. The practice should be abandoned in favor of a fast **change** process wherein the master is updated with each **change** – and promptly.

The following is in response to a question the author received about ADCNs. Their practice allowed holding changes to the master documents until five ADCNs are accumulated:

They are an accepted practice in DOD environments. The Drafting Room Manual (DRM) allows their use. The FDA has accepted their use. The FAA recognizes their use. I take polls in the seminars and about 10% of a seminar attendees use the practice. However, in my opinion, it is a very bad idea. I am a proponent of what I call the one, one, one, one rule. One problem, one fix, one ECO/DCN, one set of drawings revised. This should be the normal rule although some exceptions are acceptable – but not this one.

It is claimed that doing ADCNs “save work.” Let us examine the work which is done under that system and under the one, one, one, one rule:

Task	ADCN	One-One
Define the change , etc.	yes	yes
Precise description of the change	yes	yes
Initiate a change form	yes	yes
Review impact of the change	yes	yes
Set effectivity/follow up/implement	yes	yes
Approve the change	yes	yes
Distribute the change form	yes	yes
“Pull” the master document	once	five times
Incorporate the change(s) in master	yes	yes
“Refile” the master document	once	five times
Distribute the revised documents *	once	five times
CM attaches “ADCN Notice ” to the system/PN/requests for copies	yes 5×	no
User incorporates the ADCN(s) in their copy	yes 5×	no
Chances for errors in incorporation **	5 × dwg users	0 by CM pros
Updated master available for next change	no	yes