

COMPUTER PROGRAM ERROR NOTIFICATION

Program Identification:	
Program Number	Release/Version No.
Title/Acronym	
Error Severity: <input type="checkbox"/> CLASS 1 (MINOR) <input type="checkbox"/> CLASS 2 <input type="checkbox"/> CLASS 3 (MAJOR)	
System(s) on Which Program Is Run:	
Date Error Detected:	Date Error Confirmed:
Affected Period This Error Existed:	From: To:
Error Description:	
Error Evaluation/Impact Description:	
Recommendation (Error Avoidance and/or Remedial Action):	
Correction Notice/Final Disposition:	
Manager of Engineering	Date

INSTRUCTIONS FOR COMPLETING COMPUTER PROGRAM ERROR NOTIFICATION FORM

Enter program number.

Identify the release(s) and/or version(s) number(s) of the program affected.

Identify the program title or its acronym.

Check one of the boxes for the class of the error.

Indicate the computer(s) on which the program was run.

Give the date the error was initially discovered or suspected.

Give the date the error was confirmed.

Give the time period the error existed. If the error still exists, enter PRESENT in lieu of the final date.

Provide a concise description of the error.

Describe how the error may have affected program results on a generic basis.

Describe: (a) how the error may be avoided when operating the program, and (b) what corrective action should be initiated for existing calculations. Items 9, 10, and 11 may be written on additional sheets.

Identify what corrective action is being taken to correct the error, i.e., program revision, deactivation, etc., and other information which may assist the user.

Signature, Manager of Engineering

Date of Manager of Engineering Signature.