

ECO Author Responsibilities

- The ECO Author accepts responsibility for communicating the information to all department leads at Enconnex, and that they are a subject matter expert related to the change they are making.
- In the “Notes” field, the author is expected to document and write a concise description that explains why a change is being made as well as any known impacts the change may make. The note should include:
 - Product description
 - Why it is changing
 - When the change needs to happen.
 - Links to the updated documents

Note: Odoo provides a way to make the change automatically based on release (ASAP) or a date, but if it can't be easily identified clarification should be done in the notes field.

The ECO creator will evaluate If the change could impact any of the following situations

- Parts on order
- Parts in stock
- Productions in process
- Finished goods
- Product at customer locations
- Returns

The information need not include specific quantities of components if they are not known, but it should include the information so that the responsible party can figure out exactly which and how many components are affected.

- The ECO creator will utilize the following keywords:
 - **Release** - used to indicate a new part/product/assembly. Identify what new files will be stored as active.
 - **Revise** - used to indicate a change to a current part/product/assembly. Identify which files will be archived, and which will be moved to Active.
 - **Obsolete** - used to indicate that a part will no longer be produced or available. Identify which files will be archived.
- Versions of the file that are easily viewable (for example .pdf files) should be attached to the ECO if possible; however, only certain formats are possible to attach in Odoo. The original editable form must also be archived and the directory and or links to the applicable documents will be included in the description
- Indicate what files should be moved into archived, and/or saved in the compendium, and which files will be moved to “Release” or “Obsolete” status.
- Note on BOM's these traditionally mean “Bill of Materials” however for Enconnex /Odoo (the Enterprise Resource Planning or ERP) program we use. The BOM is more complicated, it includes: a list of what components and how many are being used, what process steps are utilized, and what the resulting product(s) are.
- It is the Authors responsibility to ensure that the ECO completes the process in a timely manner. This may require reminders to other approvers. If action continues to be neglected the approvers manager should be notified.