PROGRAM CONTROL NUMBER (PCN) FILE CONTENT INDEX

PCN:

LOG NO.	DOC CODE	DOCUMENT NUMBER	RECEIPT DESK REC'D DATE	REMARKS

PCN FILE CONTENT INDEX PREPARATION INSTRUCTIONS	
The PCN File Content Index is posted on the inside cover of the PCN folder. It is an "index" sheet listing of the folder's contents.	
BLOCK NAME	**INSTRUCTION**
Log No.	Number each entry sequentially, starting with "1".
Doc. Code	Enter document type - the same code that is selected on the PCN Content Divider Sheet.
Document Number	Enter the identification number of the change paper. Include revision letters and change numbers.
Receipt Desk Rec'd Date	Enter the date the change paper was received.
Remarks	Enter any remarks needed for record.