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— DEFINITION OF SUPERSEDED & OBSOLETED —

SUPERSEDED – Is an entire document or item part number that has been replaced by another document or Item Part Number.

- It is preferred when a document is superseded, that a WHERE-USED has been made and the Memphis Company 125/KBM DESIGN BOM has been updated.
- **IMPORTANT:** Completely superseding an entire drawing/document or item part number is a DANGEROUS ACT without knowing ALL the instances where the drawing/document and or component parts are being used, at every plant and every approved supplier.
- The DESIGN BOM dictates whether a drawing/document is to be used for a Catalog Number, not whether a drawing/document exists or not in EDOCS. It is best to break the catalog to document/part number structure than supersede the entire drawing/document or item part number.

OBSOLETED – Is an entire document or item part number that is no longer active (DEAD) and therefore cannot be used.

- It is preferred when a document is obsoleted, that a WHERE-USED has been made and the Memphis Company 125/KBM DESIGN BOM has been updated.
- **IMPORTANT:** Completely obsoleting an entire drawing/document or item part number is a DANGEROUS ACT without knowing ALL the instances where the drawing/document and or component parts are being used, at every plant and every approved supplier.
- The DESIGN BOM dictates whether a drawing/document is to be used for a Catalog Number, not whether a drawing/document exists or not in EDOCS. It is best to break the catalog to document/part number structure than obsolete the entire drawing/document or item part number.