

Management System: Requirements Management

Subject Area: Document Control Management

Procedure 1: Identifying Controlled Documents

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1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Federal employees whose duties include the development, distribution, revision, and/or use of documents that define plans, report results, describe operations, prescribe processes, specify requirements, or establish designs. These documents must be managed and controlled to ensure that EMCBC personnel are provided with the current approved version of documents that could impact the quality of their work. Some of these documents are controlled through established document control processes maintained outside of EMCBC (e.g., DOE-wide Directives or Technical Standards) or outside of DOE (e.g., Federal Regulations). Many documents originated by EMCBC are controlled through the EMCBC Management System (CBC MS). However, documents that prescribe processes, specify requirements, impact the work of EMCBC (e.g., memoranda), and are not managed through a formal document system must also be controlled.

2.0 Required Procedure

Step 1	An EMCBC Assistant Director shall be responsible for determining the need for a Controlled Document when it meets the following criteria: <ul style="list-style-type: none">• Required by, federal, state, or local law; Federal or DOE regulation, policy or order, regulatory requirements; or management’s desire for a “best practice”• Requirements pertaining to the EMCBC that stipulate a program be developed• There is no existing document describing such actions.
Step 2	If one or more of the criteria above are met and the document has EMCBC-wide impact, the EMCBC Assistant Director will then assign an EMCBC SME to proceed to Procedure 2, Preparing and Submitting CBC MS Documents , to control the document through CBC MS. If documents are applicable only to one organization (i.e., do not have EMCBC-

wide applicability), the SME proceeds to Procedure 7 , <i>Control of Technical Instruction Documents</i> .
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3.0 References

- [Procedure 2](#), *Preparing and Submitting CBC MS Documents*
- [Procedure 7](#), *Control of Technical Instruction Documents*.

4.0 Records Generated

The records table identifies those records generated during the work process described in any controlled document/procedure that shall be maintained to document activities or preserve historically valuable information after the work process is completed.

In accordance with IP-414-04, Quality Assurance Procedure, a determination needs to be made if these records are to be classified as quality assurance records. If it is deemed that these are quality assurance records, further classification of “lifetime” or “non-permanent” shall be made.

Records generated through implementation of this procedure are identified as follows and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime or Non-Permanent)
*ADM 16-01-A	Administrative Issuances – Identifying Controlled Documents	Office of the Director	Not Applicable

*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.