

## Management System: Requirements Management

## Subject Area: Document Control Management

# Procedure 5: Cancelling CBC MS Documents

**Issue Date:**  
07/31/12

**Lead Subject Matter Expert:**  
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### 1.0 Applicability

This procedure applies to the Environmental Management Consolidated Business Center (EMCBC) Management System Owners (MSOs) and/or Assistant Directors (ADs), Controlled Document Coordinator (CDC), and Subject Matter Experts (SMEs) who cancel CBC MS documents (i.e., Management System Descriptions, Program Descriptions, Subject Areas, and Procedures). See [CBC MS Document Hierarchy](#). Cancellation of CBC MS documents may result from a variety of sources including reviews, canceled requirements, etc.

### 2.0 Required Procedure

<b>Step 1</b>	The SME (the requester) proposes the cancellation of a CBC MS document by filling out the Controlled Document Change Request Form and sending it via email or hand carrying it to the MSO/AD.
<b>Step 2</b>	The MSO/AD approves or disapproves the request, by signing the form and notifies the CDC and the requester (SME).
<b>Step 3</b>	The SME provides the signed form to the CDC.
<b>Step 4</b>	The CDC cancels the CBC MS document and updates the appropriate CBC MS databases and content if the request is approved.

### 3.0 References

- [CBC MS Document Hierarchy](#)
- Controlled Document Change Request [Form](#)

### 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:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>QA Classification (Lifetime or Non-Permanent)</b>
*ADM 16-01-A	Administrative Issuances –Cancelling CBC MS 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.