

## Management System: Requirements Management

## Subject Area: Requirements Management

# Procedure: Procedure 1 – Identifying and Proposing New or Revised Requirements

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

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) employees and describes the process for proposing a change to the implementation of new requirements or the modification of existing ones.

### 2.0 Required Procedure

<b>Step 1</b>	The initiator identifies a new/revised requirement, completes the Controlled Document Change Request, and sends it to the CBC Controlled Document Coordinator (CDC).
<b>Step 2</b>	The CBC CDC performs a quality review, works through any corrections/revisions with the initiator, and sends the Controlled Document Change Request to the MSO/AD for approval.
<b>Step 3</b>	<p>The MSO/AD reviews the Controlled Document Change Request for approval or rejection.</p> <ul style="list-style-type: none"><li>a. If approved, the MSO/AD transmits the approval/rejection via email to the CDC. Then the CDC inputs the requirement data into the CBC MS system.</li><li>b. If rejected, the MSO/AD will send the Controlled Document Change Request to the initiator explaining the reason for rejection with a copy to the CBC CDC.</li></ul> <p><b>NOTE:</b> When an MSO/AD is considering parsing a requirement to another management system, the MSO/AD considering the parsing, must discuss and get agreement from the other MSO/AD to which the requirement is being considered for parsing.</p>

### 3.0 References

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

### 4. 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 16-01.5-B-[OTS]	Administrative Issuances – Identifying and Proposing New or Revised Requirements	Office of the Director	Not Applicable