

<b>RELEASING AND DISTRIBUTING CONTROLLED DOCUMENTS</b>	Identifier: MCP-9395 Revision*: 8 Page: 1 of 18
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Document Management	Management Control Procedure	For Additional Info: <a href="http://EDMS">http://EDMS</a>	Effective Date: 02/05/13
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Manual: 1 - Administration

**USE TYPE 3**

Change Number: 337957

\*The current revision can be verified on EDMS.

## 1. INTRODUCTION

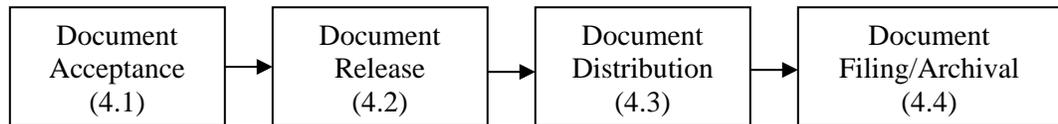
### 1.1 Purpose

The document release and distribution process ensures that *controlled documents* (see def.) meet established document control requirements before they are released and distributed for use. This process ensures that only the latest version of controlled documents and drawings are available for use and that documents designated as *sensitive unclassified information* (see def.) are made available only to authorized personnel. A list of controlled documents is contained in Appendix A of MCP-135, "Document Management."

**NOTE:** *Unless indicated otherwise, all information pertains to both drawings and documents (**including forms**) and will hereafter be referred to as controlled documents.*

### 1.2 Scope and Applicability

This process begins with phases pertaining to acceptance criteria for a controlled document and ends when the controlled document has been distributed and archived. These phases include:



This procedure applies to Document and Records Service Center (DRSC) personnel who release and distribute unclassified controlled documents.

## 2. RESPONSIBILITIES

Performer	Responsibilities
DRSC Personnel	Control the release and distribution of controlled documents.  All steps in this procedure are performed by DRSC personnel unless otherwise designated.

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**3. PREREQUISITES**

Before using this procedure, DRSC personnel must complete Electronic Document Management (EDMS) training, EDMS IPDS training, and DRF training for releasing controlled documents.

**4. INSTRUCTIONS****4.1 Document Acceptance**

**NOTE:** *Further guidance in performing the following steps, including EDMS input screen modules, is available by contacting the EDMS hotline or the Document Management manager or supervisor.*

4.1.1 Accept documents for release that meet the criteria specified in Appendix A.

4.1.1.1 When a document fails to meet Appendix A criteria, complete Form 412.48 and send a copy to the DRF requester and document owner for correction and resubmittal of the DRF.

4.1.1.2 If accepting a *Document Field Change* (DFC; see def.), go to Step 4.5 and 4.6.

4.1.2 Establish the *effective date* (see def.) with the document owner.

**NOTE:** *If formatting revisions are needed, Document Management may make the necessary revisions prior to release.*

4.1.3 Rename, if appropriate, and temporarily file the electronic copy of the document.

**4.2 Document Release**

4.2.1 Input the Document Revision Form (DRF) information into the EDMS IPDS or Drawing Entry system, as applicable.

4.2.1.1 For *pending documents* (see def.), see Appendix B.

4.2.1.2 For documents that are no longer active input the following:

A. For *canceled documents* (see def.), change the status in EDMS IPDS to “canceled” and advance the revision number.

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- B. For *superseded documents* (see def.), change the status in EDMS IPDS to “superseded,” advance the revision number, and input the appropriate information for the replacing document.
- C. For *suspended documents* (see def.), change the status in EDMS IPDS to “suspended” and advance the revision number.
- D. For *transferred documents* (see def.), change the status in EDMS IPDS to “transfer”, advance the revision number and insert comment in IPDS remarks referring user to the new location of where the transferred document can be found.

**4.3 Document Distribution**

**NOTE 1:** *Documents, identified by document owners as containing sensitive unclassified information, must be handled per INL procedure LWP-11202, “Controlled Unclassified Information Program.”*

**NOTE 2:** *Documents, identified by document owners that contain scientific or technical information require a review prior to distribution outside the Idaho National Laboratory. See MCP-2809, “External Release of Information and Technical and Scientific Products,” for instructions on externally released documents.*

- 4.3.1 Publish the controlled document on EDMS (also known as electronic distribution).
  - 4.3.1.1 If publishing an active document, **import** the following into ePower system:
    - A. an electronic version of the document
    - B. an updated table of contents, if applicable
    - C. an imaged version of the *DRF package* (see def.).
  - 4.3.1.2 If publishing a pending document, see Appendix B.
  - 4.3.1.3 If publishing notification of a cancelled, superseded, suspended, or transferred document **import** the following into the ePower system:
    - A. Electronic version of Form 412.26, “Non-Active Document/Drawing Notification”
    - B. Updated table of contents, if applicable

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- C. Imaged version of the DRF package.
- 4.3.1.4 If publishing a field change, import the scanned version of the DFC into the ePower system.
  - 4.3.1.5 Index the file(s) in the ePower system.
    - 4.3.1.5.1 For documents identified by the document owner as containing sensitive, unclassified information, ensure the document includes the appropriate cover sheet attached (supplied by the document owner).
  - 4.3.1.6 **Quality check** (QC) the file(s) in the EDMS WEB QC system.
- NOTE:** *The index and QC processes should be performed by separate individuals (or after a period of time has lapsed between importing the document and QC) to assure a thorough review of the document.*
- 4.3.2 If necessary, distribute applicable paper copies of the controlled document, Form 412.26, “ICP Controlled Document Non-Active Document Notification” (for suspended documents), or the field change.
    - 4.3.2.1 Prepare Form 412.19, “Controlled Document Transmittal,” or its EDMS electronic equivalent, and include, when applicable:
      - A. If the paper document being distributed is being filed in a manual, the Table of Contents for the revised manual and Form 412.20, “Transmittal Record,” (initial distribution or when transmittal record is filled)
      - B. If the paper document being distributed has a future effective date, instructions directing users to file the new document behind the current document and remove the current document when the effective date of the new document is reached.
    - 4.3.2.2 If the document has been identified by the document owner as sensitive unclassified information, perform additional distribution steps per INL procedure LWP-11202, “Controlled Unclassified Information Program.”
    - 4.3.2.3 Print a copy for each document holder listed on the EDMS IPDS transmittal menu.

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4.3.2.3.1 *Print* operations procedures (**except** emergency, abnormal operating, and alarm response procedures) as follows:

A. At INTEC & IWTU on yellow paper.

B. At RWMC on white paper.

4.3.2.3.2 *Print* emergency, abnormal operating, and alarm response procedures on cherry paper to make them distinguishable from all other procedures.

4.3.2.3.3 *Print* INTEC & IWTU Document Field Changes (DFCs) on blue paper.

4.3.2.3.4 *Print* RWMC DFCs on salmon paper.

4.3.2.3.5 *Print* all other controlled copies on white paper.

4.3.2.4 Distribute the copies of the EDMS IPDS transmittal form.

4.3.2.4.1 If document is a *stand alone document* (see def.), send it with a completed Form 412.19, Controlled Document Transmittal.

4.3.2.4.2 If the document belongs to a controlled manual with the transmittal record included, no separate controlled copy designation is needed.

**NOTE:** *The document and DRF package's paper record may be destroyed after "two" full working days from the time the record has been successfully QC'ed unless otherwise directed by specific regulatory requirements. See MCP-557, "Records Management," for additional information.*

#### 4.4 Checking out Documents for Revision

**NOTE 1:** *Section 4.4 includes instructions for additional DRSC activities outside of those listed in Section 2.*

**NOTE 2:** *All electronic versions of company drawings can only be checked out by personnel from the company's drafting organization.*

4.4.1 For documents requiring unique identifiers, enter the checkout information into the EDMS IPDS.

4.4.2 If the document's record copy is in paper form only:

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4.4.2.1 Scan document and send the electronic copy to the requester.

OR

4.4.2.2 If quality of original document prohibits an acceptable scanned image, check out the original document to the requester and enter the checkout information into EDMS IPDS.

**NOTE:** *Per the request of the customer, scanned documents may also be stored into the ePower system per Step 4.3.1 at this time.*

**4.5 Releasing a Permanent Field Change (PFC; see def.)**

4.5.1 Accept a copy of the field change from the document owner.

4.5.2 Input indexing information into the EDMS IPDS along with the following additional specific information:

4.5.2.1 Enter “PFC” (permanent field change) in “DAR Type” field.

**NOTE:** *A completion date is not entered in the EDMS IPDS for permanent field changes at this time. This date will be entered when the field change is incorporated into the document.*

4.5.3 Follow instructions in Section 4.3 to release the field change.

**NOTE:** *Document Control does not increase the document’s revision number for permanent field changes. This is completed when the field change has been incorporated into the document.*

**4.6 Releasing a Temporary Field Change (TFC; see def.)**

4.6.1 Receive a **copy** of the field change from the document owner.

4.6.2 Input indexing information into the EDMS IPDS along with the following additional specific information:

4.6.2.1 Enter “TFC” (temporary field change) in “DAR Type” field.

4.6.2.2 Enter duration date into the database “Date Due” field.

4.6.3 Follow instructions in Section 4.3 to release the field change.

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- 4.6.4 Upon notification from the document owner that the TFC has been completed, enter the completion date into the EDMS IPDS and import the communication record into the ePower system.

**4.7 Receiving *Periodic Review* (see def.) Responses**

- 4.7.1 When notified by a document owner that a periodic review has been performed, complete one of the following steps:
- 4.7.1.1 If the document has been revised during the review process and submitted for release, accept the document for release per Section 4.1 and change the period review date in the EDMS IPDS to the date of the next defined review cycle ONLY if the DRF denotes that the action qualified as a periodic review.
  - 4.7.1.2 If the document owner's response indicates that the document is okay "as is," change the next periodic review date in the EDMS IPDS based on the date the review was completed and the document's defined review cycle.
    - 4.7.1.2.1 Import and index the document owner's response message into the ePower system.
  - 4.7.1.3 If the document owner's response indicates the review is to be deferred, change the next periodic review date in the EDMS IPDS to the requested deferred timeframe..

**NOTE:** See MCP-135, "Document Management," Appendix C for deferral periods.

- 4.7.1.3.1 Import and index the document owner's deferral message into the EDMS ePower system.

- 4.7.1.4 If the document owner's response indicates the document is to be suspended until the review can be performed, receive an approved DRF from the document owner and suspend the document per this procedure beginning with Section 4.1.

- 4.7.1.5 If the document owner's response indicates a periodic review is no longer necessary for a respective document, update the EDMS IPDS to delete "review cycle" and "review date" information.

**NOTE:** See MCP-135, "Document Management," Appendix C mandatory review criteria.

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- 4.7.1.5.1 Import and index the document owner's response message into the ePower system.

**4.8 Receiving Review Response Required (RRR; see def.) Exemption Approvals**

4.8.1 When notified by the Quality Assurance and/or Environmental organization that a RRR exemption has been approved, complete the following steps:

4.8.1.1 Input the applicable RRR special code(s) into the EDMS IPDS.

4.8.1.2 Import and index the exemption approval documentation into the ePower system.

**4.9 Receiving E-Mail Responses**

4.9.1 Upon receiving e-mail responses (or other forms of written communication) from document owners regarding a controlled document (such as document ownership change or approval for access to a restricted document), input the communication record as follows:

4.9.1.1 Update information in IPDS EDMS or Drawing Entry system, as applicable.

4.9.1.2 Input the communication record into the ePower system.

4.9.1.3 Perform the Web QC.

**5. RECORDS**

DRF Package which may include:

- A. DRF and printed summary page
- B. Document electronic file (for new or revised documents)
- C. Results of hazard evaluations
- D. Review comments and resolutions
- E. Form 412.46, "ICP Controlled Document Validation," or Form 412.46A, "ICP Controlled Document Limited Field Use Validation"
- F. USQ results
- G. Training information
- H. Approval for external release

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Form 412.19, ICP Controlled Document Transmittal

Form 412.26, ICP Controlled Document Non-Active Document/Drawing Notification

Form 412.47, ICP Document Field Change

Form 412.48, ICP Document Management DRF Return Notification

Communication Records

**NOTE:** *MCP-557, “Records Management,” the INL Records Schedule Matrix, and associated record types list(s) provide current information on the storage, turnover, and retention requirements for these records.*

## 6. DEFINITIONS

*Canceled document.* A document that is no longer required for use, will not be superseded by another controlled document, and is removed from controlled distribution.

*DRF package.* Document Revision Form and associated records pertaining to the change phases of a controlled document. (See MCP-135, “Document Management,” for additional DRF information.) Contents of a DRF package are dependent upon the phase of the document change.

*Controlled document.* A document whose development, revision, and distribution is controlled by the document management program, per MCP-135, “Document Management.”

*Document Field Change.* An immediate procedure change for an unanticipated condition or error in order to facilitate continuation of operations that might otherwise stop or be unreasonably delayed. Although review timeframes may differ from one field change to the next, the procedure does not require retyping before continuation of operation.

*Effective date.* The date when a document is implemented or put into use.

*Pending document.* A document that has been published, but not released for official use pending completion of implementation requirements (training, etc.).

*Periodic Review.* A review—conducted at defined intervals, when source documents change, or after an abnormal event involving the document occurs—that considers all aspects of a document’s content to ensure continued accuracy.

*Permanent field change.* A permanent immediate change to a procedure in response to an unanticipated condition or error in order to facilitate the continuation of operations that might otherwise stop or be unreasonably delayed. Permanent field changes are eventually incorporated into the document.

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*Review Response Required.* Disciplines identified by the company or by the document owner that require a review response (that is, responding to a review request with a “no comment” response or by commenting and responding to the comment resolutions).

*Sensitive unclassified information.* Data for which disclosure, loss, misuse, alteration, or destruction could adversely affect national security, government interests, or company interests and competitiveness.

*Stand alone document.* A document that is not published or distributed as part of a manual.

*Superseded document.* A document whose information is no longer needed in its current document identifier because the information has been incorporated into an existing or new document identifier.

*Suspended document.* A document that has been suspended for authorized use. These documents are not canceled because they may need to be reactivated at a future date. The suspended status may also be used for Record Release drawings.

*Temporary field change.* An immediate (temporary) change to a procedure in response to an unanticipated condition or error in order to facilitate the continuation of operations that might otherwise stop or be unreasonably delayed. Temporary field changes are usually not incorporated into the document and terminate on a due date determined by the document owner.

*Transferred document.* A document whose ownership responsibilities are owned by Battelle Energy Alliance (BEA) or another contractor at the INL.

## 7. REFERENCES

LWP-11202, “Controlled Unclassified Information Program” (INL procedure)

MCP-135, “Document Management”

MCP-557, “Records Management”

MCP-2377, “Development, Assessment, and Maintenance of Drawings”

MCP-2809, “External Release of Information and Technical and Scientific Products”

PLN-883, “Records Management Plan for EDMS” (INL procedure)

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Page: **11** of 18**8. APPENDIXES**

Appendix A, Part I – Controlled Document Acceptance Criteria  
Part II – Controlled Drawing Acceptance Criteria  
Part III – Acceptance of Electronic Signatures

Appendix B, Publishing Pending Documents

Appendix C, Procedure Basis

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**Appendix A**

**Part I – Controlled Document Acceptance Criteria**

412.48  
 11/07/12  
 Rev. 05

**ICP DOCUMENT MANAGEMENT DRF RETURN NOTIFICATION**  
 (Use with MCP-135)

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This DRF Package is being returned to you because one or more of the identified release criteria have not been satisfactorily completed in accordance with MCP-135. After correcting the problems (those marked with an "X" below) associated with this DRF, you (Document Owner) will need to resubmit this DRF, including the final electronic file, to Document Control with your approval.

DRF No.: \_\_\_\_\_ Doc. No.: \_\_\_\_\_ Doc. Owner: \_\_\_\_\_  
 Returned To: \_\_\_\_\_ (cc: Mary Stommel) Date Returned: \_\_\_\_\_

**Sensitive Documents:**

- Document and cover page are not in compliance with LWP-11202, "Controlled Unclassified Information Program" and MCP-2809, "External Release of Information and Technical and Scientific Products":
  - Document is not properly marked
  - Cover page is missing (BEA Form 471.09)
  - Approval signature and date for OUC review has not been updated since the last revision to the document. Contact the STI/External office at 533-3888 for further information on obtaining an updated review.

**NOTE:** It is the document owner's responsibility to ensure that controlled unclassified document information is reviewed and processed through the STI process.

**Block 1: Action**

- Document ID(s) do not coincide with DRF package contents. (MCP-135, Section 4.2, 4.3)

**Block 3: Proposed Scope**

- Scope does not include a detailed description and justification. (MCP-135, Section 4.1, 4.2, 4.3)

**Block 4: Review & Resolution (not applicable for minor revision DRF Packages)**

- The description provided in the proposed scope (Block 3) does not meet the criteria for a minor revision. (MCP-135, Section 6)
- All Review Response Required (RRR) review comments have not been resolved and accepted. (MCP-135, Section 4.5)
- The document has not been reviewed by someone other than the DRF requester or document owner. (MCP-135, Section 4.5)

**Block 5: Validation**

- Validation has not been addressed. (MCP-135, Section 4.6)
- Validation Block 5 has been answered "YES". A completed & signed validation is not attached to the DRF. (MCP-135, Section 4.6)

**Block 6: USQ**

- USQ has not been addressed. (MCP-135, Section 4.7)
- USQ Block 6 has been answered "NO". A completed & signed USQ is not attached to the DRF. (MCP-135, Section 4.7)

**Block 7: Approval**

- There is no final document attached. (MCP-135, Section 4.8)
- Final document does not comply with company format standards: (MCP-135, Section 4.4 & Appendix A)
  - Format appears to be out of compliance.
  - Final document does not contain correct company header data.
  - Procedure basis has not been included in document (for Procedures Only)

**NOTE:** Text Processors are available to assist you with formatting requirements. Contact ICP Document Services for assistance.

- DRF package does not include the document owner's final approval. (MCP-135, Section 4.8)

**Additional Comments:**

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**Part II – Controlled Drawings Acceptance Criteria**

A drawing should not be accepted into a document control center for release until the following has been completed:

1. DRF or other applicable company approved signature sheets and packages, has been completed and approved by document owner. (See MCP-2377, “Development, Assessment, and Maintenance of Drawings.”)
2. Drawing title block information is correctly identified.
  - Drawing title is shown on DRF and title block
  - Drawing number is shown on DRF and title block
  - Correct revision identifier is shown on DRF and title block
  - Drawing sheet count is correct
3. Drawing is legible.
4. Receipt of correctly named electronic file.
5. If drawing is to be distributed outside the company, external review has been completed.
6. If document is sensitive unclassified or has other special control requirements, document owner has specified the protection requirements and drawing is marked appropriately (see INL procedure, LWP-11202, “Controlled Unclassified Information Program”).

**Part III – Acceptance of Electronic Signatures**

When receiving a controlled document for release and the controlled document includes electronic signatures, do not accept the document until the electronic signature has been validated (see GDE-487, “Electronic Signatures on Engineering Documents”).

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**Appendix B****Publishing Pending Documents**

A pending document is published to ensure certain prerequisites, such as training, have been completed before the document can be released for use.

The following actions have been outlined to assist document control employees in their efforts to publish a pending document:

**1. Entering DRF Input**

- a. Receive the DRF from the document owner.
- b. Input indexing information into the EDMS IPDS along with the following additional specific information:
  - (1) Leave the “Date Complete” field blank.
  - (2) Add the following entry to the Task Screen:
    - Task ID – Pending
    - Task Title – Pending DAR
    - Task Type – Pending
    - Due – Document’s “anticipated” effective date

**NOTE:** *Document Control does not enter data into the EDMS IPDS until the document’s pending effective date has been reached.*

**2. Publishing Pending Documents With Watermarks**

- a. Ensure the document header includes the appropriate revision and DRF number.
- b. The effective date is left blank.
- c. Include a watermarked “PENDING” status across each page of the document.

**NOTE:** *The watermark is not required to be on the Controlled Unclassified Information (CUI) coversheet.*

- d. Save the document using lowercase letters immediately followed by “\_p” and without a revision designation (for example, mcp-123\_p.pdf).
- e. Upload the file on the EDMS server in directory /d/ipds/pending.

**NOTE:** *EDMS sets this directory up as requested by each facility.*

- f. Distribute paper copy of document (marked appropriately), if applicable.

**NOTE:** *Multiple revisions can be made to the pending file as long as the DRF numbers that are applicable for each version are listed on each document.*

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**3. Case File Filing**

After the above actions have been completed, file the electronic copy of DRF on a designated DRSC server. (The DRF package is not loaded into the ePower system at this time because it is still in “pending” status.)

**4. Final Release of Pending Documents**

Once the effective date of the document has been reached:

- a. Enter a date in the “Date Complete” field and the task screen’s “Complete” field of the EDMS IPDS.

**NOTE:** *EDMS will automatically remove the pending document on the EDMS server.*

- b. Enter the effective date on the document’s header.
- c. Release and publish active document.
- d. Finish releasing and publishing DRF.

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**Appendix C**

**Procedure Basis**

Step	Basis	Source	Citation
All	Provide consistent control over the creation, revision, management, and disposition of documents. <u>EDMS provides applications for developing, processing, managing, and distribution of controlled documents.</u>	PDD-1012, 4.3.5	ANSI ISO 14001: 2004
All	Include provisions so the correct procedure is provided.	SAR-100 CHPT 12 TSR-100	10 CFR 830 DOE O 422.1
All	The preparation, issue, and change of documents that specify quality requirements or prescribe activities affecting quality such as instructions, procedures, and drawings <u>will be controlled to ensure that correct documents are being employed.</u>	PRD-5077, 4.1.1.1	ANSI/ASME NQA-1a-2009
All	The organization and individuals responsible for ..... <u>approval for release, distribution, and maintenance</u> of controlled documents will be identified.	PRD-5077, 4.1.1.3	ANSI/ASME NQA-1a-2009
4.1 – 4.3	Editorial corrections may be made to documents without being subject to review requirements, <u>but such corrections shall be distributed</u> as a revision or change to the document (a) correcting grammar or spelling, (b) renumbering sections or attachments that do not affect the chronological sequence of work, (c) changing the title or number of the document or the title or number of documents referenced in the procedure, (d) updating organizational titles.	PRD-5077, 4.1.1.1 & 4.2.6.1	ANSI/ASME NQA-1a-2009; DOE/RW-0333P

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Step	Basis	Source	Citation
4.2 4.3	A method will be established to ensure the correct controlled documents, either in hardcopy or electronic media, are distributed to, or made available to, and used at, the work location.	PRD-5077, 4.1.2.1C & 4.2.3	ANSI/ASME NQA-1a-2009
4.1.2	Effective dates will be established for approved implementing documents.	PRD-5077, 4.1.2.1D	ANSI/ASME NQA-1a-2009
4.2	A method shall be established to ensure the disposition of obsolete or superseded documents so they are controlled and not used to perform work.	PRD-5077, 4.1.2.1E	ANSI/ASME NQA-1a-2009
4.2	A method will be established to identify the current status of each document that is required to be controlled.	PRD-5077, 4.1.2.1F	ANSI/ASME NQA-1a-2009 DOE/RW-0333P
4.1 – 4.3	Minor changes to documents, such as inconsequential editorial corrections, will not require that the revised documents receive the same review and approval as the original documents. To avoid a possible omission of a required review, the type of minor changes that do not require such a review... <u>such corrections will be distributed as a revision or change to the document.</u>	PRD-5077, 4.1.4.1	ANSI/ASME NQA-1a-2009; DOE/RW-0333P
4.1	Implementing documents shall require that a history of changes to QA program documents, including the reasons for the changes be documented and maintained. (DRF package)	PRD-5077, 4.2.4.1	DOE/RW-0333P
4.3	Distinguish emergency procedures from operations procedures.	MCP-2985, 4.2.1.3	DOE O 422.1

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Step	Basis	Source	Citation
4.1 – 4.3	A controlled copy of all operations procedures should be maintained in the control area for operator reference and selected controlled procedures should be maintained at other appropriation locations.	MCP-2985, 4.6.1.1	DOE O 422.1
4.1 – 4.3	Working copies should be available for use during evolutions.	MCP-2985, 4.6.1.2	DOE O 422.1
4.1 – 4.3	Controlled annunciator response procedures should be easily accessible to operators responding to alarms.	MCP-2985, 4.6.2	DOE O 422.1
4.1 – 4.3	Operations procedures shall be issued from a document control center.	MCP-2985, 4.6.3	DOE O 422.1
4.1 – 4.3	Documentation of controlled operations procedures, their location, and distribution shall be maintained current.	MCP-2985, 4.6.3.1	DOE O 422.1
4.1 – 4.3	Procedures are periodically verified to be the most current approved procedure.	MCP-2985, 4.6.3.2	DOE O 422.1
4.1 – 4.3	Information only copies shall be uniquely identified.	MCP-2985, 4.6.3.3	DOE O 422.1
4.2 – 4.4	Documents used to implement design changes are approved and controlled; uniquely identified, include revision and date; revisions are controlled, tracked and completed; pending revisions made available; determine docs to control; define doc owners and responsibilities; new and revise docs reviewed prior to distribution; periodically review docs; incorporate changes into docs; limit backlog of changes; identify minor change definition; ....	PRD-115	ASME/NQA-1-1a-2009; (Summary of DOE-STD-1073-2003 for Document Control)

*(NOTE: These requirements are implemented via the following Electronic Document Management System (EDMS) documents: MCP-1300, PLN-883, PLN-884, PLN-1694, and STD-112.)*