



Environmental Management Consolidated Business Center Ash Fall Project

Document Control

Procedure: AFP-AP-14
Revision 0, 12/12/15

Document Control

Revision: 0
Effective Date is 3 days after the date of approval

Prepared By: _____ *Signature on File* _____ *12/09/15*
Robert Hasson **Date**
Ash Fall Project QA Lead

Approved By: _____ *Signature on File* _____ *12/09/15*
Kelly Ebert **Date**
ORP Ash Fall Project Engineer

Concurrence: _____ *Signature on File* _____ *12/09/15*
Ken Armstrong **Date**
EMCBC Assistant Director,
Office of Technical Support and Asset Management

Environmental Management Consolidated Business Center Ash Fall Project

Document Control

Procedure: AFP-AP-14
Revision 0, 12/12/15

1.0 PURPOSE

The purpose of this procedure is to establish responsibilities and processes for controlling documents applicable to the implementation of the Ash Fall Project supporting the Office of River Protection (ORP) Program.

2.0 SCOPE

The scope of this procedure is to describe the process for controlling and maintaining documents implemented by the Department of Energy Environmental Management Consolidated Business Center (EMCBC) Ash Fall Project supporting the Office of River Protection (ORP) Program.

3.0 APPLICABILITY

This procedure applies to EMCBC personnel and contractors that participate in Ash Fall Project activities supporting the ORP Program.

4.0 REQUIREMENTS and REFERENCES

4.1 Requirements

4.1.1 EM-QA-001, *EM Quality Assurance Program (QAP)*

4.1.2 ASME NQA-1-2008/2009a, *Quality Assurance Requirements for Nuclear Facility Applications*

4.2 References

4.2.1 AFP-QAPP-01, *Quality Assurance Project Plan (QAPP)*

4.2.2 AFP-AP-12, *Procedure Development*

4.2.3 AFP-AP-20, *Quality Assurance Records*

5.0 DEFINITIONS and ACRONYMS

5.1 Editorial Corrections – Changes to documents that perform one of the following tasks:

5.1.1 Correcting grammar or spelling.

5.1.2 Renumbering sections or attachments that do not affect the chronological sequence of work.

Environmental Management Consolidated Business Center Ash Fall Project

Document Control

Procedure: AFP-AP-14
Revision 0, 12/12/15

5.1.3 Changing the title or number of the document or the title or number of documents referenced in the procedure.

5.1.4 Updating organizational titles.

5.2 Controlled Document – A document that specifies quality or technical requirements (e.g., Administrative Procedures, Quality Assurance Program Plans). Within the context of the EMCBC Ash Fall Project supporting the Office of River Protection (ORP) Program, a controlled document is an implementing document developed and approved per AFP-AP-12, *Procedure Development*.

6.0 RESPONSIBILITIES

6.1 Document Preparer (Ash Fall Project Staff)

6.1.1 Responsible for providing approved documents in their entirety to the EMCBC Coordinator, Office of Technical Support and Asset Management.

6.2 Ash Fall Project QA Lead

6.2.1 Responsible for identifying the need for a controlled document.

6.2.2 Responsible for coordinating with the EMCBC Coordinator, Office of Technical Support and Asset Management for the processing of controlled documents.

6.3 EMCBC Coordinator, Office of Technical Support and Asset Management

6.3.1 Responsible for maintaining configuration control, change control, and coordination of periodic reviews of controlled documents.

6.3.2 Responsible for the maintenance/use, storage, protection, retrieval, and final disposition of controlled documents.

7.0 GENERAL INFORMATION

None.

8.0 PROCEDURE

8.1 Issuance of a Controlled Document

8.1.1 The Document Preparer provides the following to the EMCBC Coordinator:

Environmental Management Consolidated Business Center Ash Fall Project

Document Control

Procedure: AFP-AP-14
Revision 0, 12/12/15

- Approved hard-copy of the document in its entirety;
- Electronic version of the approved document in Microsoft Word;
- Any applicable support documentation.

8.1.2 The EMCBC Coordinator reviews the approved document package for legibility, correctness, and completeness. For example:

- Approval signatures (document changes, other than those defined as editorial changes, shall be reviewed and approved by the same organization that performed the original review and approval).
- Editorial changes (approval is only required by the organization responsible for preparing the document).
- Document completeness (document type, number and revision, and place to fill in effective date, correct pagination, change bars, and electronic copy).

8.1.3 The EMCBC Coordinator resolves any issues of legibility and completeness with the Document Preparer before posting the document on-line. After determining that the package is complete, the EMCBC Coordinator updates the controlled documents folder and posts the documents on-line per 8.2.

8.2 On-Line Documents

8.2.1 The EMCBC Coordinator places the approved controlled document (electronic version) on-line with “read-only” access on the EMCBC website (www.emcbc.doe.gov).

8.2.2 The EMCBC Coordinator posts the following disclaimer:

NOTE –
Documents posted on line are the most current version of the approved controlled document. Users of on-line documents are responsible to verify that printed documents are current and reflect the most recent version of the on-line document. Printed documents are not considered to be controlled documents but are considered to be an “Information Only” copy.

Environmental Management Consolidated Business Center Ash Fall Project

Document Control

Procedure: AFP-AP-14
Revision 0, 12/12/15

- 8.2.3 The EMCBC Coordinator can make corrections to controlled documents provided those corrections meet the definition of Editorial Corrections (§5.1).

9.0 RECORDS

9.1 The approved document in its entirety shall be submitted by the EMCBC Coordinator to records in accordance with AFP-AP-20, *Quality Assurance Records*.

9.2 The following are considered Lifetime QA Records:

9.2.1 The approved Controlled Document

10.0 FORMS USED

None.

11.0 ATTACHMENTS

None.

Environmental Management Consolidated Business Center
Ash Fall Project

Document Control

Procedure: AFP-AP-14
Revision 0, 12/12/15

Form 12-1 – Record of Revision

DOCUMENT: AFP-AP-14, *Document Control*

Revision Number	Description of Changes	Revision on Pages	Effective Date
0	Initial Issue	All	12/12/2015