

Management System: Requirements Management

Subject Area: Document Control Management

Checklist for Submitting CBC MS Documents and CBC MS Document Acceptance Standards

Checklist for Submitting CBC MS Documents

The MSO should review all new CBC MS documents or major revisions prior to submittal to the CBC MS Manager to ensure:

- The documents ensure that product requirements, as noted, are met.
- For new documents, the documents represent consensus of the development team.
- The MSO has approved document content.
- All relevant documents are included (e.g., Subject Areas include the Subject Area Description, all Procedures, and all Exhibits).

CBC MS Document Acceptance Standards

Documents that do not meet the following criteria will be returned to the MSO or SME/POC before they are entered into the production schedule:

- The documents are written in the appropriate Word templates (Management System Description [MSD], Subject Area [SA] Description, and SA Procedure) and are consistent with the instructions
- All reference documents, exhibits, forms, and links are included.
- The appropriate POCs have been identified.
- Logical sequence of action steps.
- Clear definition of actions required.
- Designation of who is responsible for each action.
- Designation of time requirements (e.g., annually, 15 working days, 10 calendars, weekly, every March 15) where appropriate.
- Identification of Records Administrative Schedules if implementation of the document creates records
- Flowchart