

Management System: Requirements Management

Subject Area: Document Control Management
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Procedure: Identifying Controlled Documents
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Issue Date and Revision Number: 08/19/14 1	Lead Subject Matter Expert: Lynette Chafin	Management System Owner: Ralph Holland
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1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Federal employees whose duties include the development, distribution, revision, and/or use of documents that define plans, report results, describe operations, prescribe processes, specify requirements, or establish designs. These documents must be managed and controlled to ensure that EMCBC personnel are provided with the most current version of documents that could affect the quality of their work. Some documents are controlled through established document control processes maintained outside of the EMCBC (e.g., DOE-wide Directives or Technical Standards) or outside of DOE (e.g., Federal Regulations). Documents originated by EMCBC are controlled through the EMCBC Management System (CBC MS). However, documents that prescribe processes, specify requirements, influence the work of EMCBC (e.g., memoranda), and are not managed through a formal document system must also be controlled.

2.0 Required Procedure

Step 1	An EMCBC Assistant Director (AD) shall be responsible for determining the need for a Controlled Document when it meets the following criteria: <ul style="list-style-type: none"> • Required by federal, state, or local law; Federal or DOE regulation, policy or order; regulatory requirements; or management’s desire for a “best practice” • Requirements pertaining to the EMCBC that stipulate a program be developed • There is no existing document describing such actions.
Step 2	If one or more of the criteria above are met and the document has EMCBC-wide impact, the EMCBC AD will then assign an EMCBC Subject Matter Expert (SME) to proceed to SAP-OD-410B-02- <i>Preparing and Submitting CBC MS Documents</i> , to control the document through CBC MS. The SME will also fill out the EMCBC Controlled Document Change Request Form, FM-OD-410B-

F2, Rev. 0, found under Related Information on the MSD Website.

If documents are applicable to only one organization (i.e., do not have EMCBC-wide applicability), the SME proceeds to SAP-OD-410B-07- <i>Control of Technical Instruction Documents</i>
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3.0 References - Forms/Attachments/Exhibits

3.1 References

- 3.1.1 SAP-OD-410B-02 - Preparing and Submitting CBC MS Documents
- 3.1.2 SAP-OD-410B-07 - Control of Technical Instruction Documents

3.2 Form

- 3.2.1 FM-OD-410B-F2, Rev. 0 - EMCBC Controlled Document Change Request Form

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of the Director in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	Quality Record Classification (Lifetime, Non-Permanent or Not Applicable)
*ADM 16-01-A	Administrative Issuances – Identifying Controlled 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.

EMCBC RECORD OF REVISION**DOCUMENT TITLE: Identifying Controlled Documents**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document		7/31/12
1	Updated document with new identifier numbers.		8/19/14