

Management System: Requirements Management

Subject Area: Document Control Management

Procedure: Approving CBC MS Documents

**Issue Date and
Revision Number:**
09/02/14 1

Lead Subject Matter Expert:
Lynette Chafin

Management System Owner:
Ralph Holland

1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Management System Owners (MSOs) and/or Assistant Directors (ADs), the Controlled Document Coordinator (CDC), Subject Matter Experts (SMEs), and Controlled Document SMEs who develop or revise CBC MS documents (i.e., Management System Descriptions [MSDs], Policy Statements (POs), Program Descriptions (PDs), Subject Area Descriptions (SADs), Subject Area Procedures (SAPs) and Technical Instructions (TI). See *CBC MS Document Hierarchy*, located under the Related Information on the MSD Website. New or revised CBC MS documents may result from a variety of sources including, reviews, new/revised requirements, responses to questions/comments, feedback, etc.

2.0 Required Procedure

For Minor Revisions, this procedure follows Step 3 of SAP-OD-410B-02 - *Preparing and Submitting CBC MS Documents*.

For New Documents or Major Revisions, this procedure follows SAP-OD-410B-03 - *Reviewing CBC MS Documents*.

Step 1	<p>New Documents or Major Revisions - Once all comments have been incorporated, and all reviewer non-concurrences have been resolved, the SME will obtain signatures from the parties identified in SAP-OD-410B-03 - <u><i>Reviewing CBC MS Documents</i></u> on the <i>Document Review Record Sheet</i> FM-OD-410B-F3, located under Related Information on the MSD Website.</p> <p>Minor Revisions - If a minor revision requires review, then incorporate all comments and or resolve all non-concurrences. The SME will obtain the signature from the MSO/AD for that department on the <i>Document Review Record Sheet</i>, FM-OD-410B-F3.</p>
Step 2	The SME then alerts the CDC via email of approval for final publication.

	<p>The Controlled Document shall be provided electronically in Word format to the CDC for final formatting. The SME will develop a complete package which shall contain the following:</p> <ul style="list-style-type: none"> • the completed (clean) Word document with all revisions, electronic documents/urls that require a hyperlink, and a resolved Comment Resolution Matrix, FM-OD-410B-F4; • a completed Record of Revision Form, FM-OD-410B-F1 indicating what and where all changes were made; • the EMCBC Controlled Document Change Request, FM-OD-410B-F2; and • the EMCBC Document Review Record Sheet, FM-OD-410B-F3 with initials and dates indicating concurrence or non-concurrence with comments.
Step 3	<p>Upon receipt of the complete package, the controlled document is submitted to the CDC for inclusion in the Management System. The CDC shall maintain all original records, which include comments generated for final development. All records are maintained by the Office of the Director in accordance with the EMCBC Organizational File Plan.</p>
Step 4	<p>The CDC completes the final actions necessary for publication, publishes the document, and issues notification that the document is available online.</p>

3.0 References – Forms/Attachments/Exhibits

3.1 References

- CBC MS Document Hierarchy
- Information for CBC MS Authors
- SAP-OD-410B-02 - Preparing and Submitting CBC MS Documents
- SAP-OD-410B-03 - Reviewing CBC MS Documents

3.2 Forms

- Record of Revision Form, FM-OD-410B-F1
- EMCBC Controlled Document Change Request, FM-OD-410B-F2
- EMCBC Document Review Record Sheet, FM-OD-410B-F3
- Sample Comment Resolution Matrix, FM-OD-410B-F4

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 – Approving CBC MS 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: Approving CBC MS 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 Step 1 and 2 with forms and unique identifiers	1 and 2	9/2/14