Management System: Requirements Management
Subject Area: Document Control Management
Procedure: Review of CBC MS Documents

Issue Date and Revision Number:	**Lead Subject Matter Expert:**	**Management System Owner:**
08/19/14 1	Lynette Chafin	Ralph Holland

1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Management System (MS) Management System Owners (MSOs) and/or Assistant Directors (ADs), Subject Matter Experts (SMEs), Controlled Document SMEs and the Controlled Document Coordinator (CDC).

2.0 Required Procedure

The following steps will assist all MSOs/ADs in completing the review of their respective CBC MS Management System Documents. Controlled Documents are reviewed every two (2) years according to the date they are established to ensure the document is current and effective.

Step 1	At the beginning of each fiscal year, the CDC sends an email to all MSOs/ADs and SMEs identifying the controlled documents which have reached, or will reach their two (2) year review cycle. This notification highlights a need to review or update ***specific*** CBC MS Management System Documents. **NOTE:** Not every MS Management System Document will be reviewed during this annual review.
Step 2	The MSOs/ADs receive the email which instructs them to begin a review of the identified documents contained within their assigned Management System. Some MSOs/ADs utilize their SMEs to assist in this review.
Step 3	The MSO/AD or SME will fill out the Controlled Document Change Request Form, FM-OD-410B-F2, with proposed actions and justification of these actions. The form must be completed **within 30 calendar days from receipt of the email.** If requirement revisions or deletions are needed, see SAD-OD-410A-01 - *Identifying and Proposing New or Revised Requirements*, which can be found under the *Requirements Management* Subject Area.
Step 4	Upon completion of the Controlled Document Change Request Form, FM-OD-410B-F2, by the MSO/AD/SME, an email is sent to the CDC with notification of any

	needed revisions to the CBC MS Management System Documents. **NOTE:** After the initial 30 day review period, the SME has **60 calendar days to submit draft revisions to the CDC**. The total process should not exceed **90 calendar days**.
Step 5	Upon receipt of the CBC MS Management System Documents that require revisions, the SME will process them by following SAP-OD-410B-02 - *Preparing and Submitting CBC MS Documents*, SAP-OD-410B-03 - *Reviewing CBC MS Documents*, and SAP-OD-410B-04 - *Approving CBC MS Documents*.

3.0 References- Forms/Attachments/Exhibits

3.1 References

- SAP-OD-410B-01 - Identifying Controlled Documents
- SAP-OD-410B-02 - Preparing and Submitting CBC MS Documents
- SAP-OD-410B-03 - Reviewing CBC MS Documents
- SAP-OD-410B-04 - Approving CBC MS Documents

3.2 Form

- FM-OD-410B-F2, 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 – Annual Review of 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: **Annual Review of 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:

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

l 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 each step	1 and 2	8/19/14