

## Management System: Requirements Management

### Subject Area: Document Control Management

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# Exhibit 1: Management System Description (MSD) Template Instructions

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**Issue Date:** 03/26/2013  
**CBC MS Revision:** 0

This EMCBC MS Management System Description Template (Microsoft Word) provides the structure for documenting your Management System. Copy the template into a local folder on your computer.

**NOTE:** Specific citations of requirements or references should **not** be included in the text of an MSD. This information is included in Section 4.0 of the MSD and Section 5.0 of the MSD, respectively.

### **A. Header Information**

This section identifies the Management System Title, Management System Owner, Secondary Management System Owner, and Point of Contact.

### **B. Content Information**

#### **1.0 Purpose**

Provide a concise statement of why the Management System exists (i.e., what it provides to the EMCBC).

#### **2.0 Responsibilities**

List all management and staff positions within the Department of Energy (DOE) and EMCBC that have defined responsibilities within the Management System. Any committees and councils that are involved in the operation of the Management System should also be identified.

1. In the first column list:
  - EMCBC senior management positions that have a role in operation of the Management System.
  - The management position with overall responsibility for the Management System.

- Staff position(s) responsible for developing, operating, and using the Management System to ensure it meets the needs of EMCBC.
  - Any DOE positions outside of EMCBC that have responsibilities related to this Management System (e.g., DOE Procurement Executive, DOE Chief Financial Officer).
  - Any committees and councils the Management System uses to guide and implement its processes.
2. In the second column, describe the specific responsibilities of each position as they relate to the Management System.

### **3.0 Management System Operation**

This section provides an overall description of the Management System and how it operates within EMCBC. It is divided into two subsections as described below:

#### **3.1 Overview**

Use the Overview to give the reader an overall understanding of the scope and functions/services of the Management System and how they are implemented within EMCBC.

#### **Example:**

The EMCBC implements environment, safety, and health programs and activities to protect its workers, the public, and the environment, utilizing the principles and functions of ISM. EMCBC staff: 1) ensure that applicable ES&H requirements are followed by EMCBC personnel; 2) ensure that appropriate ES&H requirements are placed into contracts; 3) provide oversight of contractor ES&H work planning and controls; 4) integrate continuous feedback and improvement mechanisms into their work; and 5) perform the necessary oversight/assessments of both the Federal staff and contractors.

#### **3.2 Key Functions/Services and Processes**

Describe the key functions and services included in the scope of and necessary to implement the Management System. Further subsections may be added if necessary.

**NOTE:** This section is **not** intended to merely list and describe Subject Areas (a Subject Area list is provided in Section 5.0 of the MSD).

Consider the following when describing key functions/services:

- Identify broad topical categories that encompass but are not limited to Subject Areas and procedures. This section is tied to internal and external requirements, including best business practices and management directions that govern the Management System.
- Describe functions of the Management System that do **not** require Subject Areas or Program Descriptions.

**NOTE:** Functions and services that do not require Subject Areas can still be a key component to the operation of the Management System and to ensuring that requirements/best business practices are addressed efficiently and with minimal risk to the organization.

- Not all functions crosscut organizational units and therefore do not justify development of a Subject Area. Some functions may be carried out solely within one office and those functions are documented locally using Desktop Procedures or other internal task control mechanisms. This does **not** diminish the need for the identifying the function in this section.
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