

Management System: Requirements Management

Subject Area: Document Control Management

Exhibit 6 – Technical Instruction Guidelines

Issue Date: 08/21/14

CBC MS Revision: 1

The Environmental Management Consolidated Business Center (EMCBC) Technical Instruction (TI) Template (Microsoft Word) provides the structure for documenting your office procedures. Copy the template into a local folder on your computer. The final document will be kept for use within your office, not uploaded to the Management System Descriptions website.

A. Header Information

The header section identifies the office for which this TI is used. The header also includes: the title of the TI, who approved the TI, and the date of the peer review; This section also includes the number of the TI (e.g. TI-Office-Sequential Number of TI's), the Revision Number, and the date.

B. Content Information

This section describes the TI. The section headings below are given as an example, but a TI need not adhere to this organization.

- Avoid jargon and emphatic type (bold, underlines, italics).
- Use active voice (“The dog attacked the boy” not “the boy was attacked by the dog”).

1.0 Purpose/Introduction

State the purpose, objective, applicability and any other introductory information.

2.0 Applicability

To who does this TI apply?

3.0 References

List the Management System Description, Subject Area Description, Procedure, or Program Descriptions related to this TI.

4.0 General Information

5.0 Process – (Step-by-Step Instructions) Follow guidance associated with Procedure. If needed, write a summary statement as an introduction describing the goal of the TI. Define and describe each step in order. “Use active voice verbs” in parenthesis and provide an example such as “complete”. Also, put the performer bolded, underlined, and left justified and above the applicable step/steps.

<u>Control Document Coordinator (CDC)</u>	Reviews all controlled documents. Updates Excel master Spreadsheet of outstanding documents.
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6.0 Attachments

7.0 Records Generated

Records generated through implementation of this TI are identified as follows and are maintained by each individual office in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	Quality Record Classification: (Lifetime, Non-Permanent or Not Applicable)
		Office of Director	N/A

8.0 Flowchart (if applicable)

9.0. As the last page, add the “EMCBC Record of Revision”

EMCBC RECORD OF REVISION

DOCUMENT TITLE:

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
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EMCBC RECORD OF REVISION

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Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Guidelines	All	5/15/12
1	Updated Section 6	2	08/21/14