

Management System: Requirements Management

Subject Area: Document Control Management

Information for CBC MS Authors

Issue Date:

Revision:

Authors must use the CBC MS templates and follow the instructions when preparing CBC MS documents. Submit drafts in Word format via email to the CBC MS Manager. Drafts that do not meet the CBC MS Document Acceptance Standards or that contain issues that cannot be resolved by the CBC MS office will be returned.

Common Content Issues

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| Is the applicability statement clear? | Ensure the applicability statement applies to responsible personnel (not buildings or organizations). |
| Does the procedure tell “how”? | Please remember that: <ul style="list-style-type: none">• A procedure is a series of steps taken by a user to accomplish a task and should reflect only the vital information necessary for the user to accomplish that task.• A procedure does not interpret policy or tell “what.”• A procedure is not a narrative and is not a place for the author to offer all known information about a subject.• A procedure functions much like any other user guide (DVD player guide, automobile owner's manual, etc.). Readers want the pertinent information that allows them to carry out a specific task. |
| Does the procedure belong in CBC MS? | If only specifically assigned staff will perform the actions, the procedure does not belong in CBC MS; determine if it is an internal/desktop procedure for your |

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| | organization. |
| Are titles intuitive? | The title reflects the content of the document, thereby enabling the reader to easily find the needed information in an alphabetical list. Procedure titles should use an action verb (e.g., Managing the Integrated Safety Management Program). |
| Are there gaps in logic? | Write for the end user; if writing a procedure, include sufficient steps to carry out the necessary tasks. |
| Is there redundancy? | Omit unnecessary words. |
| Are records generated through implementing this document? | If yes, the Author/SME must identify the Administrative Schedule that applies to the records and who will maintain the record. |