

Management System: Requirements Management

Subject Area: Document Control Management

Procedure: Reviewing CBC MS Documents

**Issue Date and
Revision Number:**
07/31/12 0

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1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Management System Owners (MSOs) and/or Assistant Directors (ADs), Subject Matter Experts (SMEs), and Control Document SMEs who develop or revise CBC MS documents (i.e., Management System Descriptions [MSDs], Policy Statements, Program Descriptions, Subject Areas, and Procedures). See CBC MS Document Hierarchy. 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 New Documents and Major Revisions, this procedure follows Procedure 2 - Preparing and Submitting CBC MS Documents.

Step 1	<p>A "review and comment" process is initiated when the SME emails instructions to the MSOs/ADs and other designated reviewers.</p> <ul style="list-style-type: none">• CBC Management System Descriptions and Policy Statements must be reviewed and approved by all ADs, the Deputy Director and the Director. The Small Site Federal Project Director/Field Element Managers, will also be given an opportunity for review.• Subject Area Descriptions, Procedures, Technical Instructions and Program Descriptions must be reviewed by the cognizant Management System Owner/Assistant Director. <p>NOTE: All New Documents and Major Revisions go through the CBC MS review and comment process. The CBC MS review and comment process is not required for minor revisions.</p> <p>NOTE: CBC Records Management staff (RMFOs) shall receive notification to</p>
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	<p>review all draft-controlled documents to ensure inclusion of Records Management requirements at document creation.</p> <p>NOTE: The Office of Civil Rights and Diversity and the Office of Legal Services will review all MSD's, SAD's, Policies, Procedures, and Program Descriptions.</p> <p>NOTE: Controlled Documents with parsed responsibilities will be reviewed and coordinated by all parsed organizations.</p>
Step 2	<p>The Author/SME:</p> <ul style="list-style-type: none"> • Sends an email to the MSOs/ADs notifying them of the 10 day review period and that the documents are located on K:/Policies, Procedures, and Plans. The email includes instructions which state: <i>NOTE: Only one person can access the file at a time. Also, Microsoft Word should be set up with your name in the user settings (Tools, Options, User Information, Name, Initials) so track changes recognizes the various reviewers and will automatically assign a color. Don't forget to save the document.</i> The reviewers access the draft document and enter comments by the stated deadline. • If zero comments are entered by the MSO/AD reviewing the document, they should send an email to the SME stating: Reviewed document, no comments.
Step 3	<p>When the review period closes, the Author/SME:</p> <ul style="list-style-type: none"> • Assesses the comments and identifies: <ul style="list-style-type: none"> ○ Any comments that must be resolved outside the scope of the Management System (i.e., must be resolved by Department AD, other MSOs, and other resources). ○ Any policy issues that must be addressed. • Determines an appropriate resolution to each comment, working with other staff as necessary. • Enters all comments and resolutions by annotating the comments, reviewer names and whether the comments were either incorporated or not into the Controlled Document by creating a separate working matrix. <p>If a MSO/AD did not review the document during the initial 10 day period and no comments are received by the Author/SME, it shall imply no comments were necessary.</p>
Step 4	<p>If comments are received that cause the document to be modified or that require a response, complete this step. Otherwise, proceed to step 5.</p>

	<p>The CBC Author/SME:</p> <ul style="list-style-type: none"> ▪ Uploads the draft Controlled Document (with track changes selected) back on K:/Policies, Procedures and Plans along with the separate working matrix. ▪ Sends a second email to the MSOs/ADs and/or reviewers so they can view the Controlled Document, resolution of comments, and verify their comments are incorporated or deemed why not. ▪ This second review shall be limited to 5 working days. ▪ If reviewers are not satisfied regarding their comments, they may speak with the SME for further resolution or clarification. <p>NOTE: If comments cannot be resolved between the reviewer and the SME, comment resolution will be handled by the appropriate MSO/AD. In the unlikely situation where comments cannot be resolved by the MSO/AD, the final resolution will be made by the CBC Director.</p>
Step 5	This procedure is concluded; go to go to Procedure 4 - <i>Approving CBC MS Documents</i>

3.0 References

- *CBC MS Document Hierarchy*
- *Procedure 2 - Preparing and Submitting CBC MS Documents*
- *Procedure 4- Approving CBC MS Documents*
- *Sample Comment Resolution Matrix*

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	QA Classification (Lifetime or Non-Permanent)
*ADM 16-01-A	Administrative Issuances –Reviewing 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: **Reviewing CBC MS Documents**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document		7/31/12