

Management System: Requirements Management

Subject Area: Requirements Management

Procedure: Identifying and Proposing New or Revised Requirements

Issue Date and
Revision Number:
8/21/12 0

Lead Subject Matter Expert:
Lynette Chafin

Management System Owner:
Ralph Holland

1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) employees and describes the process for proposing a change to the implementation of new requirements or the modification of existing ones.

2.0 Required Procedure

Step 1	The initiator identifies a new/revised requirement, completes the Controlled Document Change Request, and sends it to the CBC Controlled Document Coordinator (CDC).
Step 2	The CBC CDC performs a quality review, works through any corrections/revisions with the initiator, and sends the Controlled Document Change Request to the MSO/AD for approval.
Step 3	<p>The MSO/AD reviews the Controlled Document Change Request for approval or rejection.</p> <ul style="list-style-type: none">a. If approved, the MSO/AD transmits the approval/rejection via email to the CDC. Then the CDC inputs the requirement data into the CBC MS system.b. If rejected, the MSO/AD will send the Controlled Document Change Request to the initiator explaining the reason for rejection with a copy to the CBC CDC. <p>NOTE: When an MSO/AD is considering parsing a requirement to another management system, the MSO/AD considering the parsing, must discuss and get agreement from the other MSO/AD to which the requirement is being considered for parsing.</p>

3.0 References

- CBC MS Controlled Document Change Request Form

4. Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime or Non-Permanent)
ADM 16-01.5-B-[OTS]	Administrative Issuances – Identifying and Proposing New or Revised Requirements	Office of the Director	Not Applicable

EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Identifying and Proposing New or Revised Requirements**

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.

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