

Management System: Requirements Management

Subject Area: Document Control Management

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CBC MS Revision: 0

1.0 Introduction

This subject area describes the processes by which the Environmental Management Consolidated Business Center (EMCBC) prepares reviews, approves, issues, revises, and controls documents that specify requirements and /or prescribes implementing processes. EMCBC-wide documents are managed and controlled through the EMCBC Management System (CBC MS) and or previously approved EMCBC document control processes. Office specific implementing documents are controlled by the heads of those EMCBC organizations (Management System Owner, Assistant Directors, or Federal Project Directors) in accordance with Procedure 7, Technical Instructions of this Subject Area and or previously approved EMCBC document control processes.

Documents managed through the CBC Management System include:

- Management System Descriptions
- Policy Statements
- Subject Area Descriptions
- Procedures/Technical Instructions
- Program Descriptions/Plans
- Exhibits/Forms/Attachments

Development and publication of CBC MS documents are controlled using established procedures within this Subject Area and posted on the CBC MS web site. Development and deployment of CBC MS documents must follow the procedures outlined in this subject area and must be controlled through the CBC Controlled Document Coordinator (CDC). The lone exception to this formatting requirement is Information Resource Management Implementing Procedures and Technical Instructions. Those documents, approved and implemented under the previous controlled documents procedures will be maintained to meet Cyber Security requirements. For all other EMCBC work processes, it is mandatory that controlled document development be performed in accordance with CBC MS processes and procedures. An annual review will be performed by the Controlled Document Coordinator to maintain accuracy and will notify

Management System Owners (MSOs)/Assistant Directors (ADs) and Subject Matter Experts (SMEs) regarding revisions needed for controlled documents.

Documents meeting the guidelines associated within Procedure *Identifying Controlled Documents*, herein (i.e. controlled documents) are maintained by the CDC, electronically and in native form in accordance with the CBC master file plan. All EMCBC organizations determine their local controls, but all observe the following attributes:

- 1) Controlled documents are formally identified and maintained so each employee has access to them (i.e. electronic web site/share drive),
- 2) Controlled documents are approved for use by a designated official within the EMCBC organization, and
- 3) There is a process for assuring only approved documents are released.

Office-specific (Technical Instructions) documents of local, internal interest or those of external origin are controlled through the organization’s established procedures and maintained by the SME of the TI in each EMCBC Department in accordance with the departmental records file plan. In each case, the online material is the official document. When printed or downloaded, products/documents are uncontrolled.

Management System Owners (MSOs) and/or Assistant Directors (ADs) and Authors/Subject Matter Experts (SMEs) are responsible for the accuracy of the content of their CBC MS Management System(s) and Non-CBC MS documents respectively.

2.0 Contents

Procedures	Procedure Content
1. Identifying Controlled Documents	<ul style="list-style-type: none"> • Determine if a document needs to be controlled.
2. Preparing and Submitting CBC MS Documents	<ul style="list-style-type: none"> • Prepare new or revised CBC MS Documents. • Submit draft documents to CBC CDC. • Perform technical editing of first drafts. • Approve documents for review and comment distribution.
3. Reviewing CBC MS Documents	<ul style="list-style-type: none"> • Distribute for review and comment. • Submit comments. • End of review. • Submit comment resolutions. • Approve comment resolutions.

Procedures	Procedure Content
	<ul style="list-style-type: none"> • Notify commenter's of comment resolutions.
4. Approving CBC MS Documents	<ul style="list-style-type: none"> • Revise documents to include comment resolution revisions. • Perform technical editing of second drafts. • Approve CBC MS Documents for publication. • Perform publication process. • Maintain record in accordance with the EMCBC Master File Plan
5. Canceling a CBC MS Document	<ul style="list-style-type: none"> • Cancel a CBC MS Document.
6. Annual Review of CBC MS Management System Documents	<ul style="list-style-type: none"> • Perform a review of all Management System Documents done annually. • Notify MSOs/ADs and SMEs when documents are flagged for the Bi-Annual review and update.
7. Control of Technical Instruction Documents	<ul style="list-style-type: none"> • Establish and maintain document control and electronic storage location. • Prepare or revise Technical Instruction documents. • Review and approve Technical Instruction documents. • Issue approved documents. • Manage documents of external origin. • Establish and maintain list of controlled documents. • Maintain record in accordance with the EMCBC Master File Plan

3.0 Related Information

3.1 Requirements

None

3.2 References

- Checklist for Submitting CBC MS Documents and CBC MS Document Acceptance Standards Determine if Information Belongs in a Subject Area Procedure
- Information for CBC MS Authors
- CBC MS Document Hierarchy

4.0 Definitions – See List

EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Document Control Management**

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 Procedure		07/31/12