
DOCUMENT CONTROL WORK INSTRUCTION (DPM-W001)

DCSS – Process Management

1.0 SCOPE:

- 1.1 This work instruction outlines the procedure to follow for revising, adding, or deleting a document in the process management system.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Executive Directors, Directors, Principals, Management Review Team

3.0 APPROVAL AUTHORITY:

- 3.1 ISO Co-Management Representatives

4.0 DEFINITIONS:

- 4.1 None required

5.0 PROCEDURE:

- 5.1 **Revising:** To revise a document already in the system, the Principal/Director indicates on the Document Control Form that a revision is needed and completes Section 1 of the form.
- 5.1.1 The Principal/Director forwards the completed form, along with a hard copy or electronic copy of the revised document, to the ISO Co-Management Representatives.
 - 5.1.2 The ISO Co-Management Representatives formalizes the document in the computer and forwards the electronic copy to the Webmaster for posting.
 - 5.1.3 Once posted, the Webmaster notifies the ISO Co-Management Representatives who reviews the Internet for the new document.
 - 5.1.4 Once reviewed, the ISO Co-Management Representatives signs, dates, files the Document Control Form, and notifies the department of the posting.
 - 5.1.5 Any issues concerning the new document are resolved between the department and the ISO Co-Management Representatives.
- 5.2 **Adding:** To add a new document to the process management system, the Principal/Director and/or assistant, either independently or with the help of the ISO Co-Management Representatives, creates the new document in hard copy or electronic form.
- 5.2.1 The Principal/Director indicates on the Document Control Form that this is the addition of a new document and completes Section 2 of the form.
 - 5.2.2 The Principal/Director forwards the completed form, along with a hard copy or electronic copy of the new document, to the ISO Co-Management Representatives.
 - 5.2.3 The ISO Co-Management Representatives assigns the document a new number.
 - 5.2.4 The ISO Co-Management Representatives formalizes the document in the computer and forwards the electronic copy to the Webmaster for posting.

DOCUMENT CONTROL WORK INSTRUCTION (DPM-W001)

DCSS – Process Management

- 5.2.5 Once posted, the Webmaster notifies the ISO Co-Management Representatives who reviews the Internet for the new document.
- 5.2.6 Once reviewed, the ISO Co-Management Representatives signs, dates, files the Document Control Form, and notifies the department of the posting.
- 5.2.7 Any issues concerning the new document are resolved between the department and the ISO Co-Management Representatives.
- 5.3 **Deleting:** To delete a document in the system, the Principal/Director indicates on the Document Control Form that a deletion is needed and completes Section 3 of the form.
 - 5.3.1 The Principal/Director forwards the completed form, along with a hard copy or electronic copy of the document to be deleted, to the ISO Co-Management Representatives.
 - 5.3.2 The ISO Co-Management Representatives reviews the Document Control Form to ensure approval for the deletion.
 - 5.3.3 The ISO Co-Management Representatives notifies the Webmaster of the need to remove the document from the Internet.
 - 5.3.4 The Webmaster notifies the ISO Co-Management Representatives when the document has been removed.
 - 5.3.5 The ISO Co-Management Representatives reviews the Internet to ensure the document has been removed.
 - 5.3.6 Once removed, the ISO Co-Management Representatives signs, dates, and files the Document Control Form and notifies the department of the deletion.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Document Control Form DPM-F001

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Document Control Form	Hard copy with an ISO Co-Mgmt Representative	Minimum last two revisions	Maintained in a secure location	Discard as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release

* * * E n d o f W o r k I n s t r u c t i o n * * *