Document Control 101: Document Control for Divisions

BLI 2005
DIVISIONS NEED TO:

1. Determine what documents need to be controlled in accordance with DOE O 414.1C, Quality Assurance, and LBNL/PUB-3111, Operating and Quality Management Plan. For example:
   - DOE or Lab Management approved Safety Analysis Documents
   - Operating procedures associated with facilities/locations that have Safety Analysis Documents
   - Formal work authorizations
   - Division ISM Plan

2. Develop a list of those documents and include them in the Division ISM Plan as an attachment.

   Note: Rather than listing out every specific document, the appropriate database can be referenced. For example, “AHDs maintained in the Activity Hazard Document database”

3. Ensure that the list of controlled documents is reviewed annually to determine if additional documents need to be added or if documents are no longer controlled.
## DIVISION ISM PLAN
### ATTACHMENT 1
### LIST OF CONTROLLED DOCUMENTS

<table>
<thead>
<tr>
<th>Document Title/ No.</th>
<th>Owner</th>
<th>Last Review</th>
<th>Next Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Safety Analysis Document</td>
<td>Smith, G.</td>
<td>12/06</td>
<td>12/09</td>
</tr>
<tr>
<td>Procedure DIV-01-01</td>
<td>Taylor, M.</td>
<td>02/08</td>
<td>02/11</td>
</tr>
<tr>
<td>Procedure DIV-01-02</td>
<td>Johnson, J.</td>
<td>05/07</td>
<td>05/10</td>
</tr>
<tr>
<td>Radiological Authorization Documents listed in RADAR database</td>
<td>Multiple/ identified in RADAR</td>
<td>Maintained in RADAR</td>
<td>Maintained in RADAR</td>
</tr>
<tr>
<td>Activity Hazard Documents listed in the LBNL Activity Hazard Document database</td>
<td>Multiple/ identified in AHD database</td>
<td>Maintained in AHD database</td>
<td>Maintained in AHD database</td>
</tr>
<tr>
<td>Division ISM Plan</td>
<td>Director, D.</td>
<td>03/08</td>
<td>03/09</td>
</tr>
</tbody>
</table>

4. Ensure that those documents are reviewed for currency at a pre-determined periodicity.
5. Ensure that those documents are uniquely identified with a title or number.

6. Ensure that the effective date and revision is identified on those documents.
7. Ensure that those documents go through a formal review and approval process prior to issuance and use.
8. Ensure that changes to those documents are identified.
9. Ensure that people who need to use those documents have access to them.

*For example:*
- Post on website
- Distribute in hardcopy
- Maintain in central location
# IMPLEMENTATION TIMELINE

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. List of controlled documents with review schedule.</td>
<td>FY09 revision of Division ISM Plan</td>
</tr>
<tr>
<td>2. Signature page and history table for each applicable document.</td>
<td>By 9/30/2009</td>
</tr>
</tbody>
</table>
RESOURCES

• Office of Contract Assurance
  Melanie Gravois
  Assurance and Quality Program Manager
  X5916  mcgravois@lbl.gov

• Regulations and Procedures Manual, Ch. 5.08

• LBNL/PUB-3111, Operating and Quality Management Plan