

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 1 of 15
<b>Title: Management of Controlled Documentation</b>		

**1.0 PURPOSE:**

The purpose of this document is to define the process for creating, changing and releasing controlled documentation through the Document Release Notice (DRN) process.

**2.0 RESPONSIBILITIES:**

**2.1 Project Delivery (PD) Document Control Staff** – The PD Document Control Staff shall be responsible for administration of:

- 2.1.1 Supporting DRN Documentation includes Quality Management System documentation and NTTA Standards, Special Specifications, Special Provisions or General Note - Front End documentation.
- 2.1.2 Document Release Notice and signature authority process
- 2.1.3 Release, publish, and notification of QMS and NTTA Standard, Special Specifications, Special Provisions or General Note - Front End documentation.
- 2.1.4 Maintenance of the inactive/archived documentation repository.

**2.2 DRN Review Team** – The designated DRN review team shall be responsible to ensure that the proposed new or revised changes are feasible, and that it does not adversely affect contracts, construction and/or services provided.

**2.3 Originator** – The originator is responsible for initiating and completing the DRN form (QM-12-F1), attaching new/revised documents along with all supporting documentation.

**2.4 Standards or Specifications Manager** – The Standards or Specifications Manager are responsible for initiating and completing a DRN when new or revised Standards, Special Specifications, Special Provisions or General Note - Front End documents are needed. In addition to the DRN form (QM-12-F1), they shall provide either form FD-04-F1 or FD-03-F2, whichever is applicable.

**3.0 SCOPE/APPLICABILITY:**

This procedure shall apply to all documentation that is released or revised through the Document Release Notice (DRN) change control process inclusive of Quality Management System documents (QMS) and NTTA Standards, Special Specifications, Special Provisions or General Note - Front End documents.

**4.0 REFERENCES:**

- [QM-05](#) QMS Training procedure
- [QM-12](#) Control of QMS Documentation procedure

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 2 of 15
<b>Title: Management of Controlled Documentation</b>		

## 5.0 DEFINITIONS & ACRONYMS

- DRN – Document Release Notice
- QMS Documents – A set of documents consisting of procedures, forms, attachments and manuals used to describe the requirements and operational methods employed by the NTTA Project Delivery Department to manage the planning, development, design and construction of tollroads.

## 6.0 PROCEDURES:

### General:

- **Document Effectivity**
  - Unless otherwise stated the document revision date shall be considered the date the document becomes effective.
- **Document Availability and Location of Released Documents**
  - Table 1 of this document contains a listing of the specific network file path locations for all documents covered in the procedure
  - Figure 1 of this document provides a graphical representation of the network folder structure used to maintain all controlled Quality Management System (QMS) documentation
  - NTTA hard copy Standards (signed and sealed) are located in the NTTA Project Delivery Plan Room
  - Users may print copies of controlled documentation, but all hard copies shall be considered “reference only” unless otherwise directed in writing by the Project Delivery Quality Manager. Previous revision documents may only be used for comparison, research or when specifically called out by contract.
- **Document Release and Distribution**

All controlled documents shall be released through a controlled release process on semi-annual rotation basis. Quality Management System (QMS) documents shall be made available to all users via the NTTA website. NTTA Standards, Special Specifications, Special Provisions and General Note - Front End documents shall be made available electronically on a NTTA network drive (Table 1, Items G & L). The documents will be released as per following schedule.

- January 31 - NTTA Standards/Specification/Special Provision/General Notes – Front End Documents,
- April 30 – QMS Documents (Procedures, Forms, Attachments, and Manuals),
- July 31 – NTTA Standards/Specification/Special Provision/General Notes – Front End Documents,
- October 31 - QMS Documents (Procedures, Forms, Attachments and Manuals).

In order to ensure the timely release of the documents as per above schedule, the complete DRN package must be submitted with Document Control at least 75 days prior to release date. If the DRN package is

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 3 of 15
<b>Title: Management of Controlled Documentation</b>		

submitted less than 75 days prior to release schedule, the document(s) will be released at the next release cycle.

If there is a need for immediate release due to a mission critical situation, the originator/document owner must obtain a written approval from the Director of Project Delivery and submit the same with DRN package to Document Control for immediate action.

The PD Document Control staff shall maintain records of document approvals.

## 6.1 Processing of QMS Documention

- 6.1.1 **Change Identified:** As soon as the originator becomes aware of the need for any new QMS documents or for revising any existing QMS documents, he/she shall initiate the change process by obtaining the proper source documents (Reference steps 6.1.2 and 6.1.3).
- 6.1.2 **New Document:** If the need is for a new document, the originator shall retrieve the QMS Procedure Template, form QM-12-F2, and shall create the new document. When completed he/she shall proceed to Step 6.1.5. When a Form, Attachment or Manual is being created, the format shall be determined by the originator to fit the needed intent.
- 6.1.3 **Request Source File:** If the need for a revision to an existing document is identified, the originator shall make a written request via e-mail to PD Document Control for the editable source file.
- 6.1.4 **Provide Source Document:** Upon receipt of a request, PD Document Control shall retrieve the most current version of the document from the QMS controlled library, unprotect the document if the request is for a form, and forward to the originator via e-mail.

Locations for the most current, editable files are:

Procedures: Table1, Item V  
Forms: Table1, Item W  
Attachments: Table1, Item X  
Manuals: Table1, Item Z

- 6.1.5 **Changes Made & DRN Created:** For a new document, the originator shall create the document using the QM-12-F2 QMS Procedure Template. For revision, he/she shall make the necessary changes in the editable source file provided by PD Document Control. After creating the new document or making the changes to the existing document, the originaotr shall create a Document Release Notice (DRN) using the latest version of form QM-12-F1.
- 6.1.6 **Submit DRN Package:** As soon as the new or revised documents are ready, the originator shall forward the electronic DRN package to PD Document Control. The DRN package includes:
  - Completed QM-12-F1 form
  - New or revised documents

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 4 of 15
<b>Title: Management of Controlled Documentation</b>		

- Training Roster (Applicable for Original Release or Major Revisions – reference QMS document QM-05, QMS Training for full definitions)
- Embedded graphs, flowcharts, pictures, etc. in native format (If any)

6.1.7 **DRN Complete:** PD Document Control shall review the DRN package for completeness and accuracy. PD Document Control shall assign the next available DRN number from the “DRN Administration” tracking spreadsheet (Table 1, Item A). In addition, a DRN working sub-folder shall be created and all submitted electronic documents will be placed in it. The new DRN working sub-folder shall be titled with the assigned DRN number and created under the “Open DRNs” folder (Reference Table 1, Item B). In addition, a redline version of the document highlighting the changes shall be created by PD Document Control.

6.1.8 **Print DRN Package:** PD Document Control shall print the following documents for obtaining approval and signature.

- Document(s) with changes highlighted (redline version)
- Documents(s) with changes incorporated (clean version)
- Completed QM-12-F1 form

6.1.9 **Obtain Approvals:** PD Document Control shall route the DRN package and obtain signatures according to the Signature Authority list found in form QM-12-F1. PD Document Control may follow up with review team members in order to facilitate the review process. PD Document Control shall update the “DRN Administration” tracking spreadsheet (Table 1, Item A) with the location and status of the DRN package as the process progresses.

6.1.10 **DRN Approved:** If one or more review team members do not approve the DRN, PD Document Control shall return the document(s) to originator to incorporate the requested changes. When all signatures have been obtained, the DRN package is returned to PD Document Control.

**NOTE:** Clarification or administrative corrections may be made without full signatures

6.1.11 **Incorporate Changes into Document:** PD Document Control shall make all final edits in the documents, inclusive of the header, footer and revision block history with revised information, and any other clarifications or administrative corrections, as suggested by review team members.

6.1.12 **Move Existing Document:** PD Document Control shall move the existing document(s) from the “Current Released/Source” folder into the “History” folder (Table 1, Item S).or the “Native Only” folder (Table 1, Item T), whichever is applicable (based on document type).

6.1.13 **Copy New/Revised Document:** PD Document Control shall copy the new/revised Procedures, Attachments or Manuals into the “Native Only” folder (Table 1, Item T) and make the required hyperlinks. If the documents are forms, PD Document Control shall copy them into the “Current Released/Source” folder (Table 1, Item U) and protect the forms with a password. The DRN package shall be scanned and uploaded into “DRN” folder (Table 1, Item R) and shall be named with the respective DRN number.

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 5 of 15
<b>Title: Management of Controlled Documentation</b>		

- 6.1.14 **Convert Document for Publishing:** If the document is a Procedure, Attachment or Manual, PD Document Control shall convert the file into pdf format using the “Save As” method. Forms will be maintained in their native format (and protected).
- 6.1.15 **Create QMS Manual Hyperlinks:** If the Procedure, Attachment or Manual is new, hyperlinks to the new document will be created from the QMS Manual, inclusive of both the “Graphical Index” and in the body (text section) of the manual. Also, the affected text section of the QMS Manual shall be updated with the new document information (name, number & purpose). Hyperlinks to new forms shall be created from both the “Graphical Index” and the body (text section) of the QMS Manual.
- 6.1.16 **Test Hyperlinks:** PD Document Control shall test the hyperlinks in the QMS Manual and in the document in order to ensure the desired functionality of the external and internal hyperlinks.
- 6.1.17 **Redo/Correct Hyperlinks:** If one or more hyperlinks do not work, PD Document Control shall redo the hyperlinks (reference steps 6.1.13 or 6.1.15) depending on the location of the non-functioning hyperlinks. If all hyperlinks in the QMS Manual and in the new/revised document function as desired, proceed to step 6.1.18.
- 6.1.18 **Upload/Refresh the Manual:** The NTTA IT Department shall refresh/upload the QMS Manual along with all associated documents to the NTTA internet website.
- 6.1.19 **Verify Upload Integrity:** After the QMS Manual is refreshed on the NTTA website, PD Document Control shall verify the functionality of the QMS Manual, inclusive of any new hyperlinked documents.
- 6.1.20 **Redo/Correct Hyperlinks:** If the hyperlinks in the QMS Manual or in any of the procedures do not function as desired, PD Document Control shall redo the hyperlinks (reference steps 6.1.13 or 6.1.15) and request the NTTA IT Department perform a new refresh/upload. If it is determined that the hyperlinks were made properly, but still not functioning as desired, PD Document Control shall contact NTTA IT for a resolution.
- 6.1.21 **Send Notification:** After verifying the functionality of the changes, PD Document Control shall make the arrangement to send a notification to all users thru EPDS regarding the release and availability of the new or revised documents.
- 6.1.22 **DRN Closeout Administration:** PD Document Control shall move the DRN folder to the “1 DRN Archive” folder (Table 1, Item Q) and shall update the following tabs in the “DRN Administration” tracking spreadsheet (Table 1, Item A):
- Linked Document tab
  - Controlled Document number tab
  - DRN Log tab
- 6.1.23 **Archive DRN Package:** PD Document Control shall complete the DM-01-F1 form and sign it. The completed DM-01-F1 and EPDS notification shall be scanned and then appended to the original scanned DRN package (reference step 6.1.13).

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 6 of 15
<b>Title: Management of Controlled Documentation</b>		

## 6.2 Processing of Standards, Special Provisions, Special Specifications and Front End Documents

- 6.2.1 **Submit DRN Package:** When the Standards or Specifications Manager has obtained approval from the Standards and Specifications Committee for new/revised document(s), he/she shall create a DRN by completing the DRN form (QM-12-F1) and forward it to the PD Document Control Department. The DRN package shall include, at a minimum, the following components:
- Completed DRN (QM-12-F1) form
  - Clean version of new or revised documents
  - Redline versions of the revised documents (Special Specifications/Special Provisions/Front End Documents Only)
  - Completed and signed Request forms:
    - Standards Request Form (FD-04-F1) OR
    - Proposed "Special Provision or Specification Request" Form (FD-03-F2)
- 6.2.2 **DRN complete:** PD Document Control shall review the DRN package for completeness and accuracy. PD Document Control shall assign the next available DRN number. This number can be found in the "DRN Administration" tracking spreadsheet (Table 1, Item A). In addition, a DRN working sub-folder shall be created and all submitted electronic documents shall be placed in it. The new DRN working sub-folder shall be titled with the assigned DRN number and created under the "Open DRNs" folder (Table 1, Item B).
- 6.2.3 **Print DRN package:** PD Document Control shall print the following documents to prepare the DRN Package for final approval and signatures:
- Document(s) to be released or revised (Redlines and/or clean copy)
  - Completed QM-12-F1 form
  - Completed and signed Request forms:
    - Standards Request Form (FD-04-F1) OR
    - Proposed "Special Provision or Specification Request" Form (FD-03-F2)
- 6.2.4 **Obtain approvals:** PD Document Control shall route the DRN Package and obtain signatures according to the Signature Authority list found in form QM-12-F1. PD Document Control may follow up with review team members in order to facilitate the review process. PD Document Control shall update the "DRN Administration" tracking spreadsheet (Table 1, Item A) with the location and status of DRN Package as the process progresses through the final approval cycle.
- 6.2.5 **Incorporate Changes / DRN approved:** If one or more of the review team members do not approve the DRN, PD Document Control shall return the document(s) to the Standards or Specifications Manager to incorporate the requested changes. Clarification or administrative corrections may be made without full signatures. When all signatures have been obtained, the DRN Package is returned to PD Document Control.
- 6.2.6 **Standard:** PD Document Control determines the content of the DRN Package, and if it is Standards documents, then proceed to step 6.2.7, else proceed to step 6.2.8.
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<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 7 of 15
<b>Title: Management of Controlled Documentation</b>		

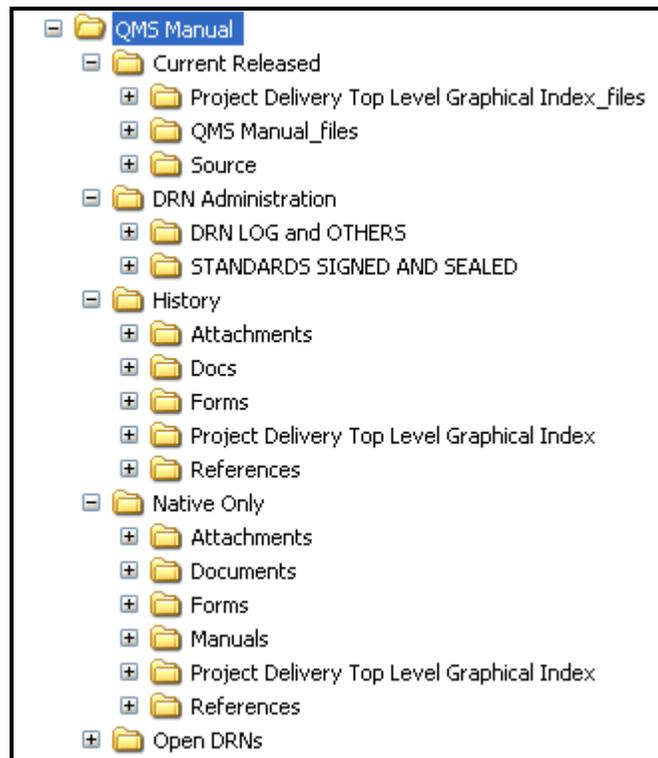
- 6.2.7 **Submit “Final” documents:** When the document is a new/revised Standard, PD Document Control shall request a “Final” version of the Standard with the DRN number added by the Standards Manager.
- 6.2.8 **Move existing Standards/Specifications:** PD Document Control shall move the current revision document into the “Standard and Specification Restricted History” folder:
- Standards: (Reference Table 1, Item F)
  - Special Specifications: (Reference Table 1, Item E)
  - Special Provisions: (Reference Table 1, Item D)
  - Front End Documents: (Reference Table 1, Item C)
- 6.2.9 **Copy new Standards/Specifications:** PD Document Control shall copy the “Final” new/revised approved documents into the “Standards and Specification” folder:
- Standards: (Reference Table 1, Item G)
  - Special Specifications: (Reference Table 1, Item K)
  - Special Provisions: (Reference Table 1, Item J)
  - Front End Documents: (Reference Table 1, Item H)
- 6.2.10 **Send Notification:** PD Document Control shall make the arrangement to send a notification to all users thru EPDS announcing the release and availability of the new/revised document(s).
- 6.2.11 **DRN Administration:** PD Document Control receives an updated Standards/Specifications index file from the Standards or Specifications Manager and copies it into one of the following folders with the date of the update in the file name:
- Standards: (Reference Table 1, Item M)
  - Specifications: (Reference Table 1, Item L)
- Previous index spreadsheets shall be moved into the “Archive” folder:
- Standards: (Reference Table 1, Item P)
  - Specifications: (Reference Table 1, Item N)
- In addition, PD Document Control shall receive a signed & sealed hardcopy of the new/revised Standard from the Standards Manager and updates the “Standard - Signed and Sealed” spreadsheet (Table 1, Item L) and places the hard copy Standard (signed & sealed) in the NTTA Plan Room.
- 6.2.12 **DRN Closeout:** PD Document Control moves the DRN working subfolder from the “Open DRNs” (Table 1, Item B) to the “1 DRN Archive” folder (Table 1, Item Q) and updates the “DRN Log” in the “DRN Administration” tracking spreadsheet (Table 1, Item A).
- 6.2.13 **Archive DRN package:** PD Document Control scans the entire DRN Package with the EPDS notification into the “DRN” folder (Table 1, Item R) with the DRN number as the file title.

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 8 of 15
<b>Title: Management of Controlled Documentation</b>		

Item	Folder Name	Path
A	DRN LOG and OTHERS	T:\PMO\QMS Manual\DRN Administration\DRN LOG and OTHERS
B	Open DRNs	T:\PMO\QMS Manual\Open DRNs
C	Restricted History -Specification	T:\Standards and Specifications Restricted History\Restricted History - Specifications - Contact Document Control\2004 Specifications_ retired file_080609\2004 Front end document
D	Restricted History -Specification	T:\Standards and Specifications Restricted History\Restricted History - Specifications - Contact Document Control\2004 Specifications_ retired file_080609\2004 Special Provisions
E	Restricted History -Specification	T:\Standards and Specifications Restricted History\Restricted History - Specifications - Contact Document Control\2004 Specifications_ retired file_080609\2004 Special Specifications
F	Restricted History -Standard	T:\Standards and Specifications Restricted History\Restricted History - Standards - Contact Document Control\NTTA Standards History\Old files\Final History\Inactive
G	NTTA Standards	T:\Standards and Specifications\NTTA Standards\NTTA Standards Current Release\Current Standards
H	NTTA Specifications	T:\Standards and Specifications\NTTA Specifications\Current - 2004 Specifications\2004 Front end document
J	NTTA Specifications	T:\Standards and Specifications\NTTA Specifications\Current - 2004 Specifications\2004 Special Provisions
K	NTTA Specifications	T:\Standards and Specifications\NTTA Specifications\Current - 2004 Specifications\2004 Special Specifications
L	Current - 2004 Specifications	T:\Standards and Specifications\NTTA Specifications\Current - 2004 Specifications
M	NTTA Standards Current Release	T:\Standards and Specifications\NTTA Standards\NTTA Standards Current Release
N	Archive	T:\Standards and Specifications\NTTA Specifications\Current - 2004 Specifications\Archive
P	Archive	T:\Standards and Specifications\NTTA Standards\NTTA Standards Current Release\Archive
Q	1 DRN Archive	T:\PMO\QMS Manual\Open DRNs\1 DRN Archive
R	DRN	T:\PMO\QMS Manual\Current Released\Source\DRN
S	History	T:\PMO\QMS Manual\History
T	Native Only	T:\PMO\QMS Manual\Native Only
U	Current Released /Source	T:\PMO\QMS Manual\Current Released\Source
V	Documents	T:\PMO\QMS Manual\Native Only\Documents
W	All forms - final versions	T:\PMO\QMS Manual\Current Released\Source\All forms - final versions
X	Attachments	T:\PMO\QMS Manual\Native Only\Attachments
Z	Manuals	T:\PMO\QMS Manual\Native Only\Manuals
<b>TABLE 1</b>		

NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 9 of 15
Title: Management of Controlled Documentation		

**GRAPHICAL REPRESENTATION OF THE QMS DOCUMENTATION NETWORK FOLDER SYSTEM**



**Figure 1**

**7.0 REGULATORY REQUIREMENTS:**

N/A

**8.0 RELATED BOARD POLICY:**

N/A

**9.0 COMPONENT DOCUMENTS:**

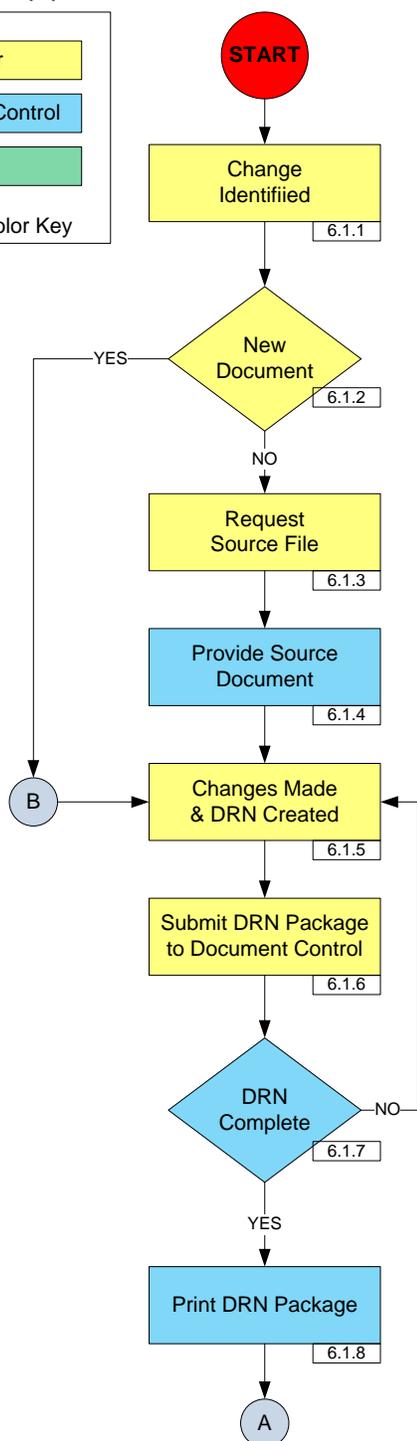
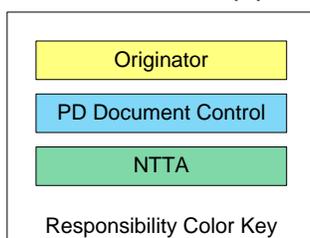
[DM-01-F1](#) Document Release Notice – Closeout Checklist

[QM-12-F1](#) Document Release Notice

[QM-12-F2](#) QMS Procedure Template

NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 10 of 15
Title: Management of Controlled Documentation		

**10.0 FLOWCHART(S):**



## QMS Documentation Processing

**Originator:**

- Requestor identifies need for new or revised QMS document

**Originator:**

- If new, retrieve QMS document template, form QM-12-F2, from QMS website and proceed with creating new document  
 - If creating a form, attachment or an NTTA Manual, the format is determined by requestor/owner  
 - If revision, continue to next step

**Originator:**

- When revision is needed, request editable source document from PD Document Control to ensure changes are made to the most current version

**PD Document Control:**

- Send unprotected version of editable source document to Requestor/Owner for updates

**Originator:**

- Make desired changes to new or revised document  
 - Create Document Release Notice (DRN) using form QM-12-F1

**Originator:**

- Forward electronic versions of completed DRN, new/revised document(s), training roster (if applicable) and any embedded pictures, graphs and/or flowcharts to PD Document Control

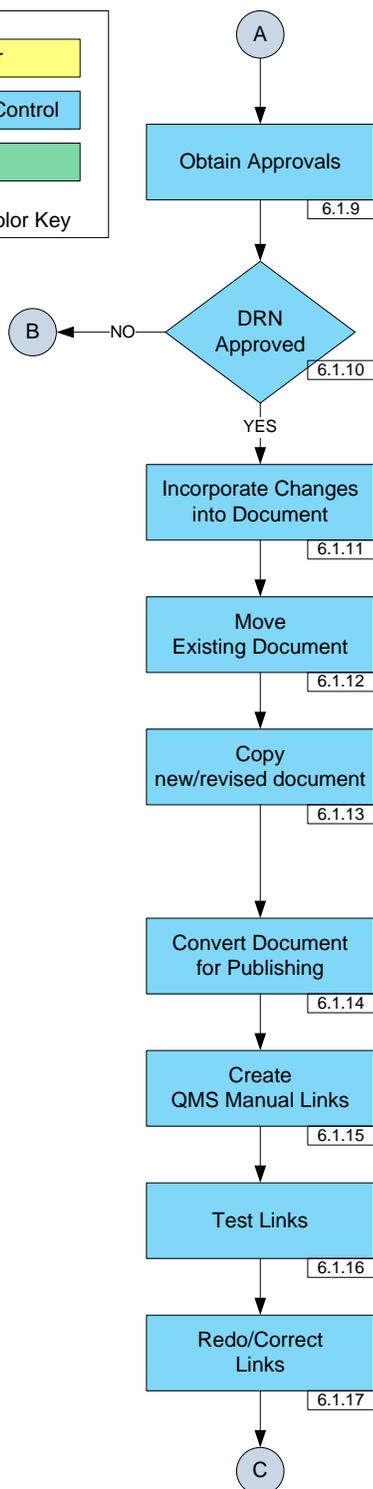
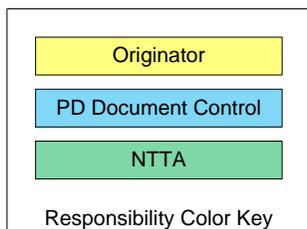
**PD Document Control:**

- Check DRN Package for completeness (reference checklist DM-01-F1)  
 - Assign DRN Number from tracking spreadsheet  
 - Create folder unique for this DRN and place all submitted electronic documents in it  
 - Create redline document (for revisions only)  
 - Add DRN number to revision block of the affected documents

**PD Document Control:**

- Print DRN package:  
 \* Print document(s) with changes highlighted (redline versions)  
 \* Print document(s) with changes incorporated (clean version)  
 \* Print DRN for signature approvals (QM-12-F1)

NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 11 of 15
<b>Title: Management of Controlled Documentation</b>		



## QMS Documentation Processing

**PD Document Control:**

- Route and obtain signatures per DRN form (QM-12-F1)

**PD Document Control:**

- If not approved, document is returned to Requestor/Owner for indicated updates
- Clarifications/corrections may be made without full signatures
- If approved, continue to next step

**PD Document Control:**

- Incorporate all final edits into the document:
  - \* Update header and footer with revised information
  - \* Update/add hyperlinks

**PD Document Control:**

- Move existing document (current revision) to "History" folder

**PD Document Control:**

- Procedures, Attachments & Manuals only:
  - \* Copy new/revised document(s) into the "Native Only" folder
- Forms only:
  - \* Copy new/revised forms into the "Current Released" folder
  - \* Protect with password in native format
- Scan DRN package contents into the "DRN" folder

**PD Document Control:**

- For procedures/attachments/manuals, save documents into pdf format (use "save as" method) into the "Current Released" folder

**PD Document Control:**

- Create hyperlinks in QMS Manual (for new documents only)

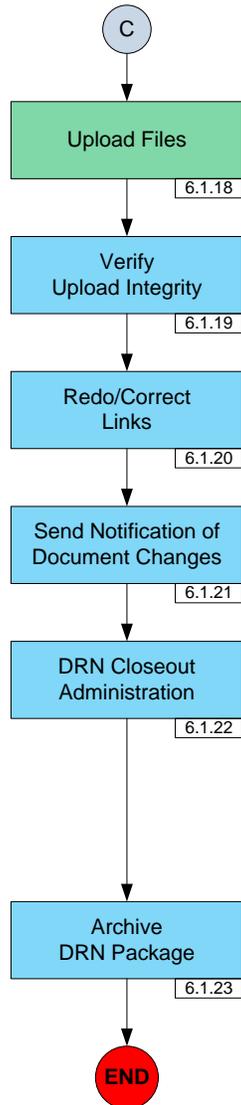
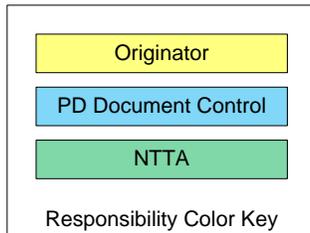
**PD Document Control:**

- Test links to ensure desired functionality

**PD Document Control:**

- If the links do not function as intended, redo/correct links
  - \* return to step 6.1.13 or 6.1.15 (dependent on non-functioning link)
- If the links function as intended, request NTTA to publish to the NTTA internet website

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 12 of 15
<b>Title: Management of Controlled Documentation</b>		



## QMS Documentation Processing

**NTTA:**

- Upload requested files/folders to the NTTA internet website

**PD Document Control:**

- Verify upload and link functionality on the NTTA internet website

**PD Document Control:**

- If the links do not function as intended, redo/correct links
  - \* return to step 6.1.13 or 6.1.15 or advise NTTA (dependent on non-functioning link)
- If new/revised document(s) are available and links work, continue to next step

**PD Document Control:**

- Arrange to send an EPDS notification to all users regarding availability of new/revised document(s)

**PD Document Control:**

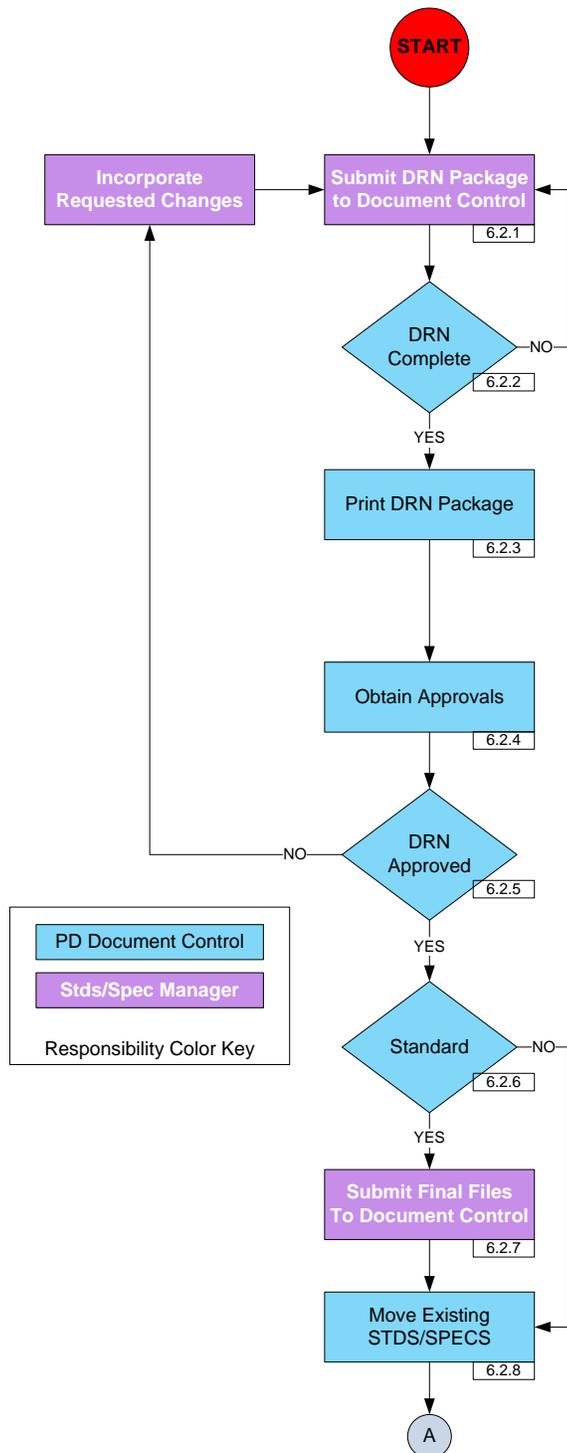
- Move the "Open DRN" folder to the "1 DRN Archive" folder
- Update "DRN Administrative" tracking spreadsheet:
  - \* Linked Documents tab
  - \* Controlled Document Issuance tab
  - \* DRN tracking tab

**PD Document Control:**

- Complete DRN package:
  - \* Complete Checklist DM-01-F1
- Update scanned DRN package with:
  - \* Completed Checklist DM-01-F1
  - \* EPDS notification
- Archive the hard copy DRN Package in Document Control

NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 13 of 15
<b>Title: Management of Controlled Documentation</b>		

## Processing of Standards, Special Provisions, Special Specifications and Front End Documents



### Standards/Specification Manager:

- Forward electronic versions of completed DRN (form QM-12-F1), new/revised document(s), redline document(s), to PD Document Control

### PD Document Control:

- Check DRN Package for completeness
- Assign DRN Number from "DRN Administration" tracking spreadsheet
- Create folder unique for this DRN and place all submitted electronic documents in it

### PD Document Control:

- Print DRN package:
- Specifications/Special Provisions/Front End Documents Only
  - \* Print document(s) with changes highlighted (redline versions)
  - \* Print document(s) with changes incorporated (clean version)
- Standards Only
  - \* Print "Draft" copy with changes
- Print DRN for signature approvals (QM-12-F1)

### PD Document Control:

- Route and obtain signatures per DRN form (QM-12-F1)

### PD Document Control:

- If not approved, document is returned to Standards/Specification Manager for requested updates
- If approved, continue to next step

### PD Document Control:

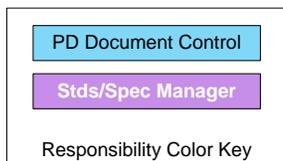
- Determine if document(s) is a Standard or Specification

### Standards Manager:

- Provide "Final" version of new/revised Standards with "Draft" removed and DRN number added

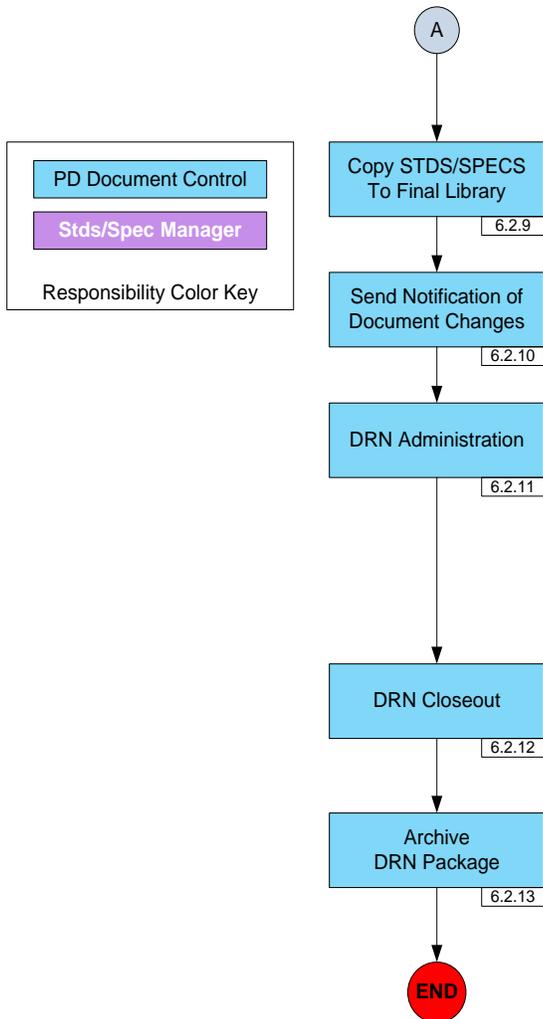
### PD Document Control:

- Move existing document (current revision) into "Standard and Specification Restricted History" folder



NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 14 of 15
<b>Title: Management of Controlled Documentation</b>		

## Processing of Standards, Special Provisions, Special Specifications and Front End Documents



**PD Document Control:**

- Copy new/revised documents into "Standards and Specifications" folder
  - \* Standards are placed in the "NTTA Standards" sub-folder
  - \* Specifications are placed in the "NTTA Specifications" sub-folder

**PD Document Control:**

- Arrange to send an EPDS notification to all users regarding availability of new/ revised document(s)

**PD Document Control:**

- Receive updated Standards index file from Standards Manager
  - \* Copy into "NTTA Standard Current Released" folder
- Receive updated Specifications index file from Specification Manager
  - \* Copy into "Current – 2004 Specification" folder
- Standards Only:
  - \* Receive hard copy of Standard (signed & sealed) from Standards Manager
  - \* Update "Standard – Signed and Sealed" spreadsheet
  - \* Place hard copy Standards (signed & sealed) in Plan Room

**PD Document Control:**

- Move the "Open DRN" folder to the "1 DRN Archive" folder
- Update "DRN Administration" tracking spreadsheet:
  - \* DRN tracking tab

**PD Document Control:**

- Scan DRN Package with EPDS notification into "DRN" folder
- Archive the hard copy DRN Package in Document Control

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 6 Issue Date: 04/28/2011	Page 15 of 15
<b>Title: Management of Controlled Documentation</b>		

**11.0 REVISION HISTORY:**

REVISION	REVISED BY:	DATE ISSUED	DRN	REASON FOR REVISION
0	Faye Allen	06/05/2008		Original Issue
1	Faye Allen	07/21/2008		Modified sections 3.0, 7.1, 7.2, added section 7.2.4, added section 12 naming convention table
2	Faye Allen	09/22/2008		Added section 7.3 EPDS requirements and added DM-01-A2 and DM-01-A3 attachments.
3	Edie Adams	03/03/2010	10112	Updated document to change the title, Include DRN change control signature authority, redlines, location, and distribution.
4	Md Omar Faruk	06/14/2010	10173	Updated 1.0 Purpose. Reformatted 6.0 Procedures. Added DM-01-F1 Document Release Notice – Closeout Checklist to 6.0 Procedures and 9.0 Component Documents. Added NTTA Front End Document to 6.0 Procedures.
5	Md Omar Faruk Sylvia Ehret	09/15/2010	10238	Complete rewrite to reflect current practices. Added detail of processing for both QMS and Standards/Specification documentation. Added Table 1 and Figure 1 to identify location of controlled documentation. Added flowcharts.
6	Md Omar Faruk	04/28/2011	10264	Updated 2.0 Responsibilities, 6.0 Procedures, and 10.0 Flowchart(s). Replaced PMO with PD.