

NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 1 of 14
Title: Management of Controlled Documentation		

## 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** – shall be responsible for administration of:

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

**2.2 Originator** – shall be responsible for initiating and completing the DRN form (QM-12-F1), attaching new/revised documents along with all supporting documentation for submission to the PD Document Control Staff.

**2.3 Standards and/or Specifications Manager** – shall be responsible for initiating and completing a DRN when new or revised Standards, Special Specifications, Special Provisions, General Notes, and Front End documents are needed. In addition to the DRN form, they shall provide either form FD-04-F1 (Standard Request form) or FD-03-F2 (Request for New or Proposed Special Provision or Special Specification), 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 QMS documents and NTTA Standards, Special Specifications, Special Provisions, General Notes, and Front End documents.

## 4.0 REFERENCES:

- QM-05 QMS Training Procedure
  - QM-12 Control of QMS Documentation Procedure
-

NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 2 of 14
Title: Management of Controlled Documentation		

## 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 planning, development, design and construction.

## 6.0 PROCEDURES:

### General Notes:

- **Document Effective Date**
  - 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.
  - NTTA hard copy Standards (signed and sealed) are available with Project Delivery Document Control Staff.
  - 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. **Users are to use the latest version of the documents available via NTTA website or NTTA network drive.**

- **Document Release and Distribution**

All controlled documents shall be released through a controlled release process. Quality Management System (QMS) documents shall be made available to all users via the NTTA website. NTTA Standards, Special Specifications, Special Provisions, General Notes, Front End documents shall be made available electronically on a NTTA network drive (Table 1, Items G, K, J, & H).

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

### 6.1 Processing of QMS Documentation

- 6.1.1 **Change Identified:** As soon as the originator is made 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 (see steps 6.1.2 and 6.1.3).

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 3 of 14
<b>Title: Management of Controlled Documentation</b>		

- 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 start drafting 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 necessary 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 revisions, 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 originator shall create a 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 clean documents, if it is a revised document, clean documents with redlines/tracked changes accepted and comments (if any) deleted.
  - A "redline" version of the documents that shows the tracked changes and comments (if any) to the current version of the document being revised.
  - 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 document name, and created under the "Open DRNs" folder (Reference Table 1, Item B). After a DRN is approved, its pertinent files within the "Open DRNs" folder should be moved to the pertinent directory.
- 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)

NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 4 of 14
Title: Management of Controlled Documentation		

- Documents(s) with changes incorporated (clean version)
- Completed QM-12-F1 form
- Any pertinent correspondence

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 and alter the signature list as needed. 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 and resubmit the DRN package. When all signatures have been obtained, the DRN package is returned to PD Document Control.

**NOTE:** DRNs for Minor and Administrative changes may be processed and released with all signatures except DPD (Director of Project Delivery) and PD Contracts Manager signature. For Major changes to the documents, approval from DPD must be obtained before the release is made. See QM-12 *Control of QMS Documentation* for definition/clarification of Major, Minor and Administrative changes.

6.1.11 **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).

6.1.12 **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 and document title.

6.1.13 **Convert Document for Publishing:** If the document is a Procedure, Attachment or Manual, PD Document Control shall convert the file into pdf format. Forms shall be maintained in their native format (and protected).

6.1.14 **Create QMS Manual Hyperlinks:** If the Procedure, Attachment or Manual is new, 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).

6.1.15 **Upload/Refresh the Manual:** The PD Document control shall refresh/upload the QMS Manual along with all associated documents to the NTTA internal and external website.

6.1.16 **Verify Upload Integrity:** After the QMS Manual is refreshed on the NTTA website, PD Document Control shall verify the functionality of the QMS Manual.

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 5 of 14
<b>Title: Management of Controlled Documentation</b>		

- 6.1.17 **Send Notification:** PD Document Control shall send an email notification to users regarding the release and availability of the new and/or revised document(s) as and when needed.
- 6.1.18 **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
- 6.1.19 **Archive DRN Package:** PD Document Control shall scan the complete DRN package and shall copy/upload the pdf into NTTA internal and external website, and NTTA network drive. Finally, the hard copy DRN package shall be destroyed/shredded or filed away and stored for future reference.

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

- 6.2.1 **Submit DRN Package:** When the Standards and/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 and forward it to the PD Document Control staff. The DRN package shall include, at a minimum, the following components:
- Completed DRN 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 Special Specification Request Form (FD-03-F2)

**Please note that ALL Standard drawing packages are to be submitted as hard copy.**

- 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 or submit DRN package via NTTA’s current eSignature & Agreement Management software (see step 6.2.5):
- Document(s) to be released or revised (Redlines and/or clean copy)
  - For NTTA standard drawings, QA/QC & backcheck sheets (if any)
  - Completed QM-12-F1 form

NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 6 of 14
Title: Management of Controlled Documentation		

- Completed and signed Request forms:
    - Standards Request Form (FD-04-F1) OR
    - Proposed Special Provision or Special Specification Request Form (FD-03-F2)
- 6.2.4 **Obtain approvals (hard copy):** 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 approval cycle.
- 6.2.5 **Obtain approvals (digitally):** PD Document Control shall route the DRN Package via eSignature software and obtain signatures according to the Signature Authority list found in form QM-12-F1 or as directed. 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 approval cycle.
- 6.2.6 **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/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.
- 6.2.7 **Standards:** PD Document Control determines the content of the DRN Package, and if it is Standards documents, then proceed to step 6.2.8, else proceed to step 6.2.9.
- 6.2.8 **Submit “Final” documents:** When the document is a new/revised Standards, PD Document Control shall request a “Final” version of the Standards with the DRN number added by the Standards Manager.
- 6.2.9 **Move existing Standards/Specifications:** PD Document Control shall move the current revision document into the Standards and Specifications 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)
- 6.2.10 **Copy new Standards/Specifications:** PD Document Control shall copy the “Final” new/revised approved documents into the Standards and Specifications 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)
- 6.2.11 **Send Notification:** PD Document Control shall send an email notification to users regarding the release and availability of the new and/or revised document(s) as and when needed.

NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 7 of 14
Title: Management of Controlled Documentation		

- 6.2.12 **Hard Copy:** PD Document Control shall receive a signed & sealed hard copy of the new/revised Standard from the Standards Manager and places the hard copy Standards (signed & sealed) in the appropriate location.
- 6.2.13 **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).
- 6.2.14 **Archive DRN package:** PD Document Control scans the entire DRN Package into the “DRN” folder (Table 1, Item R) with the DRN number as the electronic file name.

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 8 of 14
<b>Title: Management of Controlled Documentation</b>		

**TABLE 1**

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 – Front End Document	T:\Standards and Specifications Restricted History\Restricted History - Specifications - Contact Document Control\2014Specifications_ retired file_080609\ 2014 Front End Document
D	Restricted History -Specification – Special Provision	T:\Standards and Specifications Restricted History\Restricted History - Specifications - Contact Document Control\2014 Specifications_ retired file_080609\ 2014 Special Provision
E	Restricted History -Specification – Special Specification	T:\Standards and Specifications Restricted History\Restricted History - Specifications - Contact Document Control\2014 Specifications_ retired file_080609 2014 Special Specification
F	Restricted History -Standards	T:\Standards and Specifications Restricted History\Restricted History - Standards - Contact Document Control\NTTA Standards History\Old files
G	NTTA Standards	T:\Standards and Specifications\NTTA Standards\NTTA Standards Current Release\Current Standards
H	NTTA Specifications – Front End Documents	T:\Standards and Specifications\NTTA Specifications\Current - 2024 Specifications\2024 Front End Documents
J	NTTA Specifications Special Provisions	T:\Standards and Specifications\NTTA Specifications\Current - 2024 Specifications\2024 Special Provisions
K	NTTA Specifications – Special Specifications	T:\Standards and Specifications\NTTA Specifications\Current - 2024 Specifications\2024 Special Specifications
L	Current - 2024 Specifications	T:\Standards and Specifications\NTTA Specifications\Current - 2024 Specifications
M	NTTA Standards Current Release	T:\Standards and Specifications\NTTA Standards\NTTA Standards Current Release
N	Native Format	T:\Standards and Specifications\NTTA Specifications\Current - 2024 Specifications\Native Format
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

NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 9 of 14
Title: Management of Controlled Documentation		

**7.0 REGULATORY REQUIREMENTS:**

N/A

**8.0 RELATED BOARD POLICY:**

N/A

**9.0 COMPONENT DOCUMENTS:**

QM-12-F1 Document Release Notice

FD-04-F1 Standard Request form

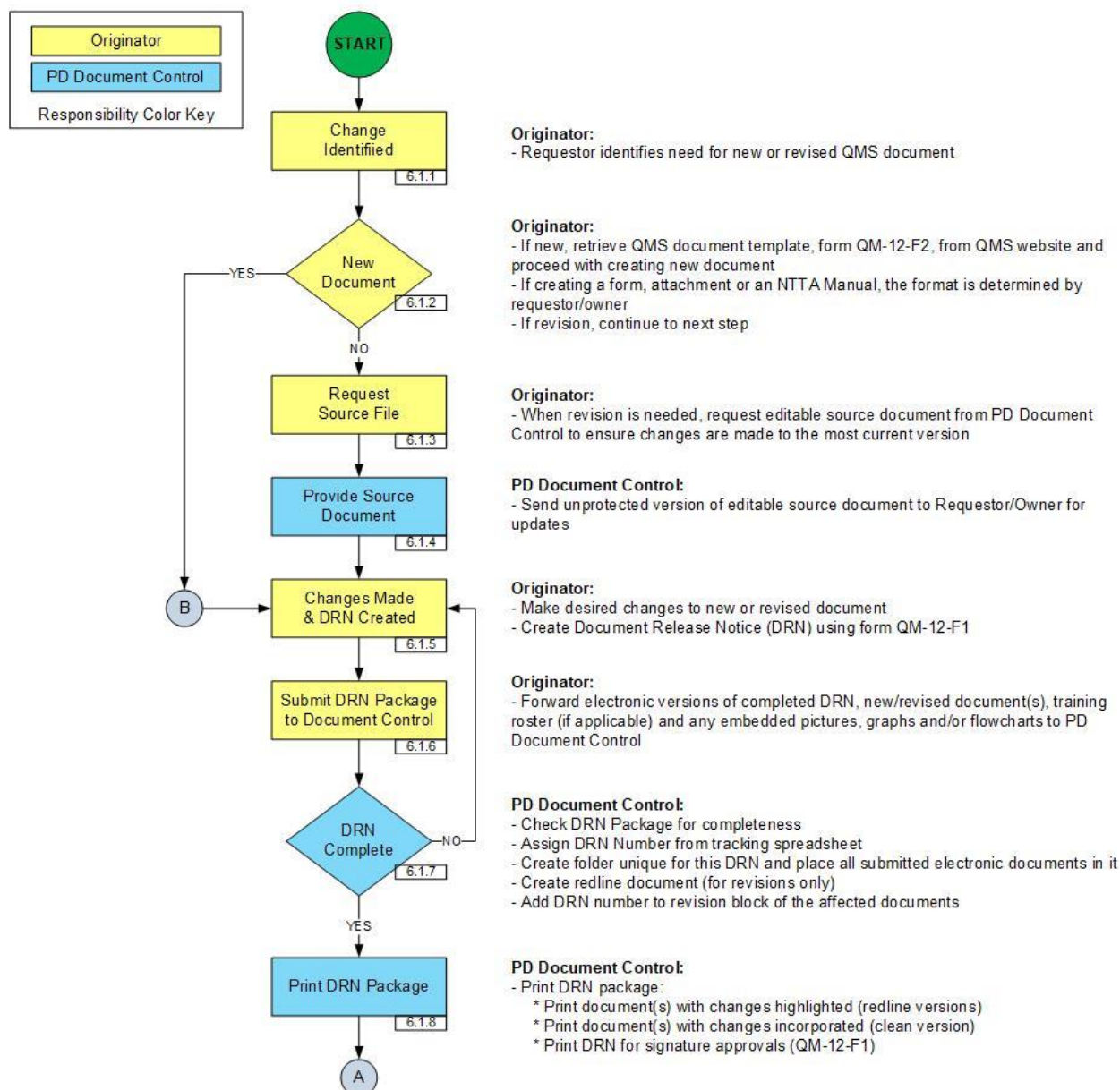
FD-03-F2 Request for New or Proposed Special Provision or Special Specification

**10.0 FLOWCHART(S):**

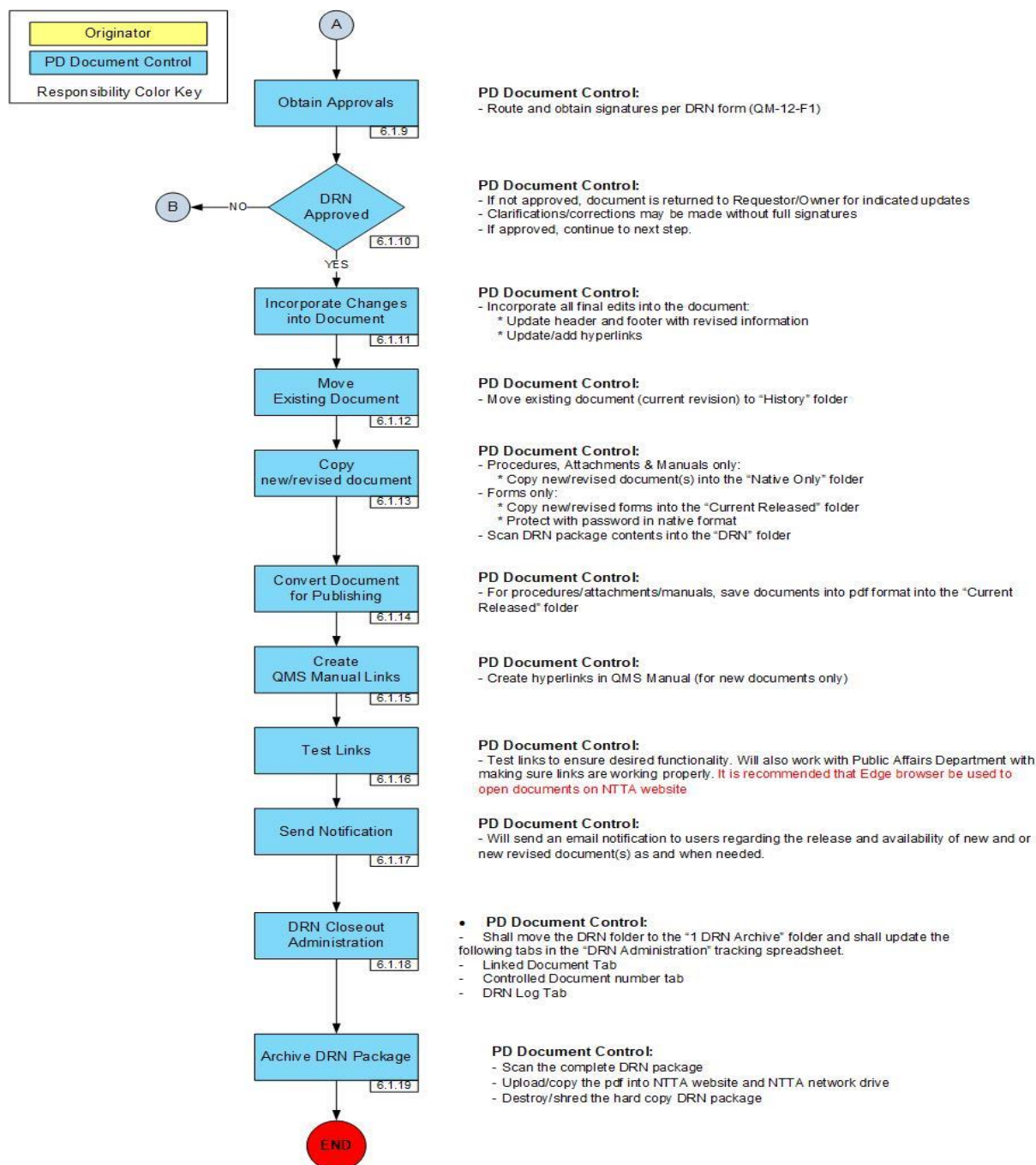
---

NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 10 of 14
Title: Management of Controlled Documentation		

## Processing of QMS Documents

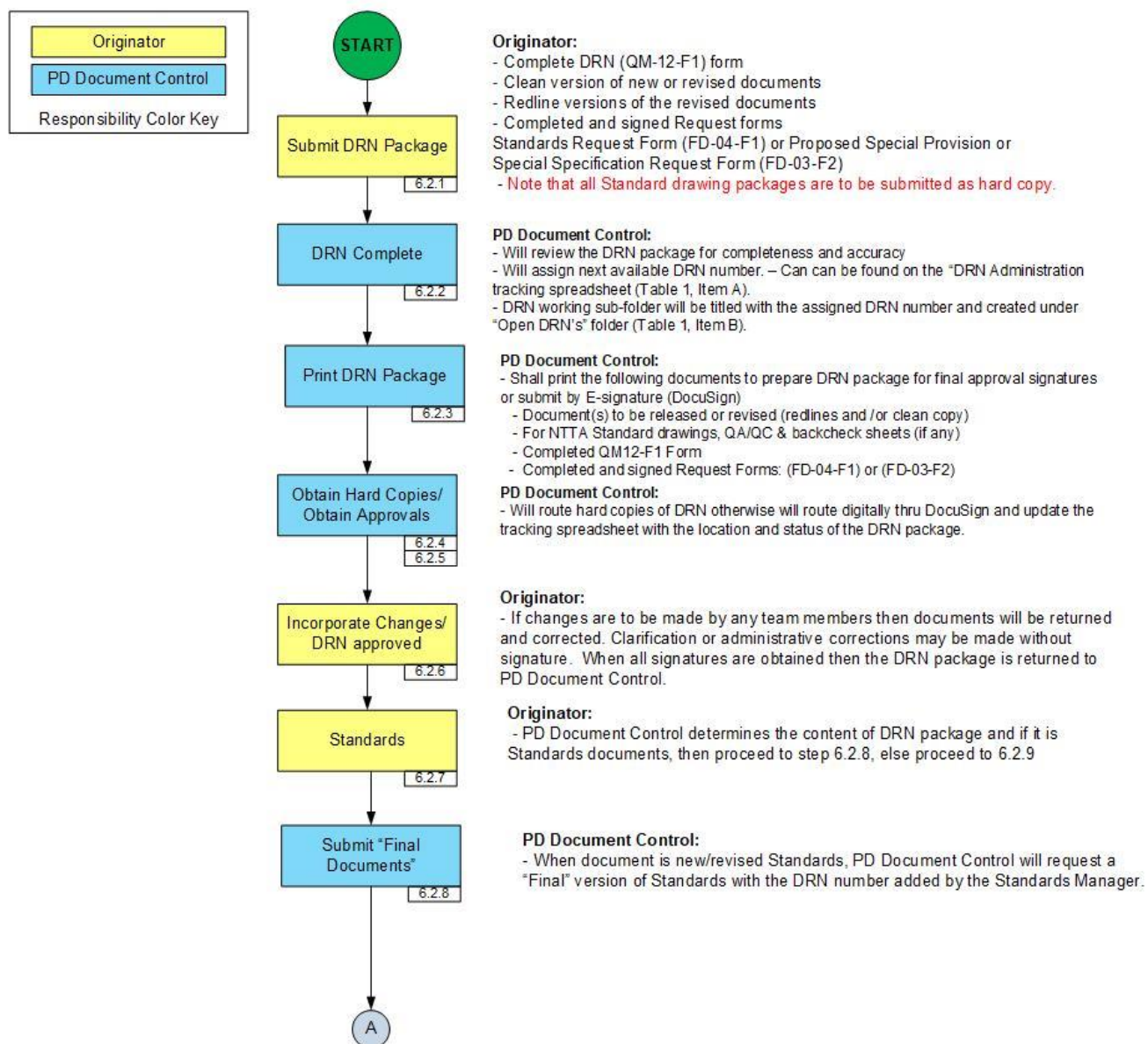


NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 11 of 14
Title: Management of Controlled Documentation		



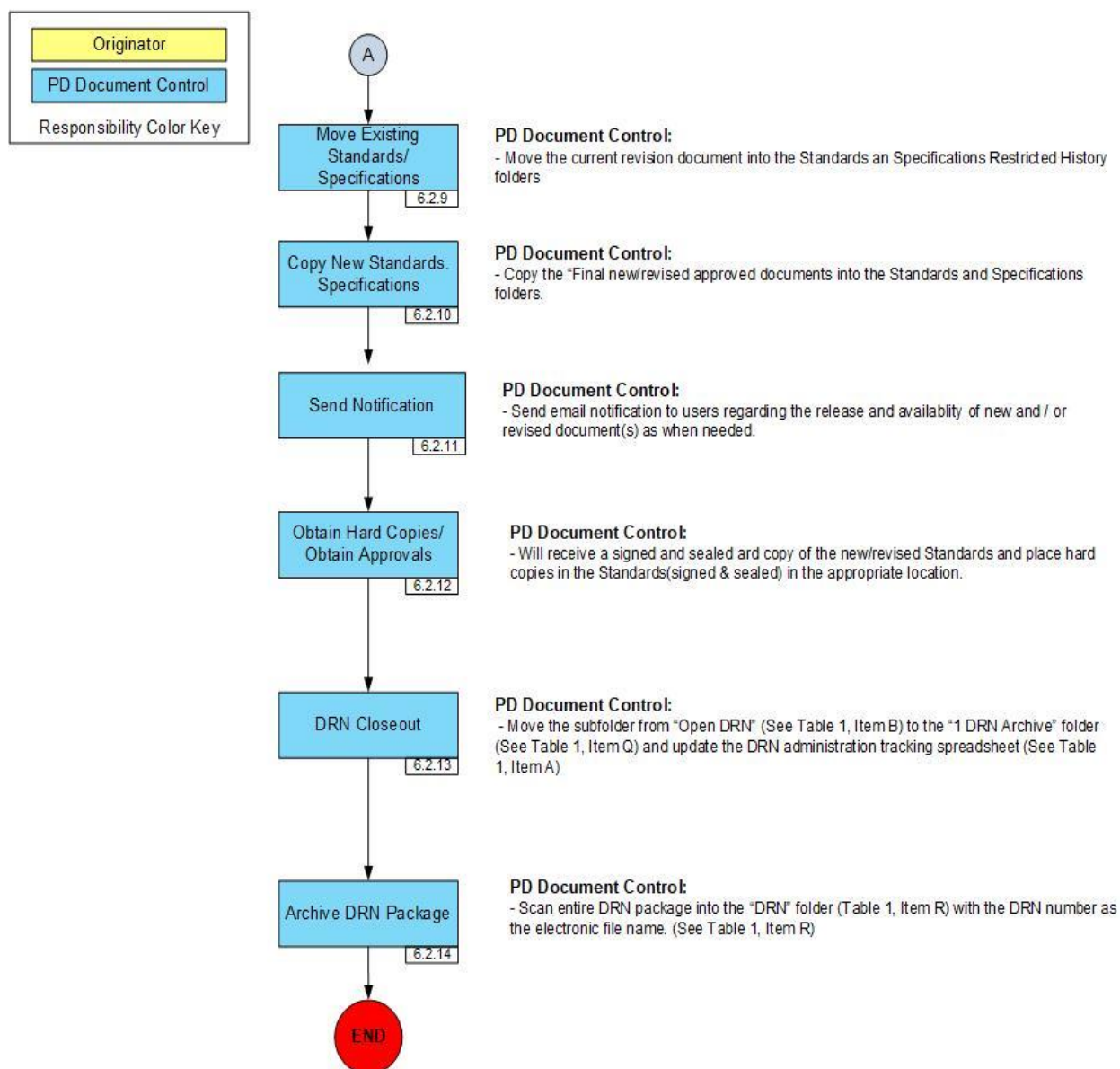
NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 12 of 14
Title: Management of Controlled Documentation		

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



NTTA Projects	Original Issue Date: 06/05/2008	DM-01
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 13 of 14
Title: Management of Controlled Documentation		

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



<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>DM-01</b>
Resource: Document Management	Revision 9 Issue Date: 09/23/2025	Page 14 of 14
<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.
7	Peter Claypool	04/16/2012	10370	Added/revised sections to 2.0 Responsibilities and 6.0 Procedures to ensure that EPDS Proliance Help Files are updated when QMS Procedures or EPDS Reference Cards are added or removed from the QMS. Revised 6.1.10 to release DRNs for Minor and Administrative changes without DPD's approval. Revised associated steps in the flowchart. Original release of DM-01-A1 EPDS Proliance Help File Change Management.
8	Md Omar Faruk	08/04/2022	10879	Update Sections 2.0 Responsibilities, 4.0 References, 6.0 Procedures, 9.0 Component Documents, and 10.0 Flowchart(s).
9	Marcos Sosa and Stacy Jenkins	09/23/2025	11130	Language and formatting revisions, revising procedures to reflect current NTTA practice, added eSignature DRN approval process option for Standards & Specifications, removed hyperlinks per PD QMS wide direction. Updated flowcharts to reflect changes, Updated Section 6.0 Procedures, 6.1.16 Test Hyperlinks, 6.1.18 Upload/Refresh the Manual, 6.1.19 Verify Upload Integrity, Table 1 File Paths