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1.0 PURPOSE:

The purpose of this document is to define the procedure by which QMS documentation (inclusive of external documents) is controlled including review and update, approval, identification of changes and revision status, version control, legibility, distribution, and control of obsolete documents. All documents within the Project Delivery QMS including the Quality Manual, Procedures, Manuals, Forms, QMS referenced documents, NTTA Standards, Special Specifications, Special Provisions, General Notes, and Front-End Documents shall be controlled according to this procedure herein.

2.0 RESPONSIBILITIES:

2.1 Project Delivery (PD) Contracts Manager (or designee) - shall be responsible for reviewing and approving all new revisions and proposed changes to QMS documents prior to release.

2.2 Project Delivery (PD) Document Control Staff – shall be responsible to provide editable latest versions of QMS documents including QMS procedure template to NTTA Manager/Subject Matter Expert (SME) for revision/original release. The PD Document Control staff shall also be responsible to ensure appropriate approval signatures have been obtained for new or proposed revision of QMS documents in accordance with DM-01 *Management of Controlled Documentation* procedure prior to release. The PD Document Control staff shall be responsible to publish/release proposed new or revised QMS documents and to maintain QMS document library in accordance with DM-01 *Management of Controlled Documentation* procedure and QM-05 *QMS Training* procedure.

2.3 NTTA Manager/Subject Matter Expert (SME) – shall be responsible for ensuring all QMS Documents including procedures, forms, attachments, and other documents (as listed in section 6.1) are controlled, generated, and approved within their area of responsibility in accordance with DM-01.

2.4 NTTA Manager – shall be responsible to authorize new or revised QMS Procedures, Attachments, Forms, NTTA Manuals, and other controlled documents within their area of responsibility.

2.5 Director of Project Delivery (DPD) – shall be responsible to approve new or revised QMS Procedures, Forms, Attachments, NTTA Manuals, and other controlled documents prior to release.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all Project Delivery QMS Documents, inclusive of the Quality Manual, Procedures, Forms, NTTA Manuals, and NTTA Standards, Special Specifications, Special Provision and General Notes – Front End Documents. Except where specifically noted, QMS documentation shall be electronic media and any printed QMS documentation shall be assumed as uncontrolled. All users of the QMS shall access

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documentation via the electronic repository. This procedure does not apply to NTTA policies, which are governed by the Authority.

4.0 REFERENCES:

- DM-01 Management of Controlled Documentation procedure
- QM-05 QMS Training procedure
- FD-03 NTTA Special Specification, Special Provision and General Note Management procedure
- FD-04 NTTA Standard Management procedure

5.0 DEFINITIONS & ACRONYMS:

N/A

6.0 PROCEDURES:

6.1 QMS Identification – Project Delivery QMS documentation shall consist of:

6.1.1 Quality Manual including QMS Procedures, Forms, Attachments, and NTTA Manuals.

6.1.2 NTTA Special Specifications, Special Provisions and General Notes - Front End Documents are Controlled via FD-03 and DM-01.

6.1.3 NTTA Standards are controlled via FD-04 and DM-01.

6.1.4 External Referenced Documents.

6.2 All QMS documentation shall be managed and controlled within a documentation repository. All QMS documentation shall exist in electronic media and released as .pdf or other protected format. All QMS documentation shall be released and controlled as electronic media unless specifically identified as a hard copy document.

6.3 Review and Approval - QMS documentation shall be reviewed for accuracy and adequacy and approved by the following functions:

6.3.1 Quality Manual – shall be reviewed and approved by Project Delivery Contracts Manager, and Director of Project Delivery.

6.3.2 QMS Procedures, Forms and Attachments – shall be reviewed and approved by NTTA Manager /Subject Matter Expert, , Project Delivery Contracts Manager, NTTA Manager, and Director of Project Delivery.

6.3.3 NTTA Manuals – shall be approved by the Content Owner/SME, PD Contracts Manager, NTTA Manager and Director of Project Delivery.

6.3.4 NTTA Standards, Special Specifications, Special Provisions, General Notes, and Front End Documents – shall be approved by NTTA Manager/Subject Matter Expert, NTTA Manager, PD Contracts Manager, and Director of Project Delivery.

6.4 Continuing Review and Re-Approval - QMS documentation shall be reviewed for continuing suitability and adequacy and be re-approved/reviewed every 5 years, if not revised for business need within that time frame. Review and re-approval shall be accomplished by the same functions as the original review and approval.

6.5 Releasing new QMS documents

6.5.1 When the need arises to release new QMS documents, NTTA Manager/Subject Matter Expert shall write the new document utilizing the appropriate QMS template form QM-12-F2.

6.5.2 NTTA Manager/Subject Matter Expert shall then complete the Document Release Notice form QM-12-F1.

6.5.3 NTTA Manager/Subject Matter Expert shall then submit the new QMS document and the completed Document Release Notice form to PD Document Control.

6.5.4 After approval, PD Document Control staff shall publish the new QMS document within the electronic repository in accordance with DM-01.

6.6 Revision to existing QMS documents

6.6.1 When NTTA Manager/Subject Matter Expert has a need to revise a QMS document, he or she shall request a copy of the current version source document from PD Document Control.

6.6.2 PD Document Control shall provide the latest editable source document to the NTTA Manager/Subject Matter Expert and indicate that the current version is out for revision.

6.6.3 NTTA Manager/Subject Matter Expert (SME) shall make appropriate changes to the source document, making sure to identify each change within revision history. The NTTA Manager/SME shall then complete the Document Release Notice (DRN) form QM-12-F1, shall classify the revision as Major, Minor, or Administrative as outlined below and forward the DRN package to PD Document Control.

6.6.3.1 Classification of Revisions:

- **Major Revision** – A major revision shall be classified as new release or one that adds/changes responsibilities in addition to changes in text and/or process steps. Consideration shall be given to the impact of this change to the associated EPDS workflow.

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- **Minor Revision** – A minor revision shall be classified as one that involves a change or addition in procedure steps, but does not add or change responsibilities. Consideration shall be given to the impact of this change to the corresponding EPDS workflow.

- **Administrative Revision** – An administrative revision shall be classified as one that corrects a typo, corrects misspelled words or acronyms, adds/removes or updates references and updates formatting for clarification. For forms and attachments, this will be equivalent to the addition or deletion of items including signature authority within the documents.

6.6.4 PD Document Control shall publish the revised document within the electronic repository and move the previous revision to archives in accordance with DM-01.

6.7 As QMS documentation is electronic, current versions shall be made available to all users through electronic repository. Only current versions of documents shall be valid and accessible to users through the electronic repository. Obsolete or superseded versions of QMS documents shall be maintained in electronic archive files with access restricted to PD Quality Management/Document Control.

6.7.1 If particular projects or corridors require the use of previous versions of QMS documents, approval shall be documented via QM-06*, Deviations*, and then shall be controlled via electronic secure access to approved, otherwise superseded documents.

6.8 Referenced external documents (such as TxDOT, FHWA, etc.) within the QMS shall be controlled via access through the internet to the actual source files which are maintained and controlled by the document owner. In instances where website access to external documents is not available, then PD Document Control shall be responsible to obtain and maintain current revisions of external documents within the QMS document repository, and to move superseded or obsolete external documents to archives when new revisions are received and posted.

7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

QM-12-F1 Document Release Notice
QM-12-F2 QMS Procedure Template

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10.0 FLOWCHART:

N/A

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Micki Ellis	09/09/2008		Original Issue
1	Troy Federspiel	04/28/2011	**10295**	Removed "Guiding Principal", updated the Purpose, Scope / Applicability sections. Updated Section 2.0 Responsibilities. Deleted the Asst. Exec Director, Deputy Program Managers, Project Delivery IT Liaison. Added NTTA Functional Managers. Clarifications added to Section 6.0. Changed PMO to PD.
2	Md Omar Faruk	07/08/2022	**10873**	Updated sections 1.0 Purpose, 2.0 Responsibilities, 6.0 Procedures. These changes are being made to be consistent with current practices about managing controlled documentation.
3	Stacy Jenkins and Marcos Sosa	09/17/2025	**11152**	Removed obsolete roles, minor language and formatting revisions. Removal of links in 9.0 Component Documents, Removal of links in 4.0 References