

U.S. DEPARTMENT OF ENERGY East Tennessee Technology Park OPERATING MANUAL	NO: <b>PSO-6.2</b> REV: <b>4</b> EFFECTIVE DATE: September 8, 1999
TITLE: <b>CONTROLLED DOCUMENTS</b>	SUPERSEDES: NO. _____ REV: <u>3</u>
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## 1.0 PURPOSE

To establish a standard method for the designation, preparation, review, approval, revision, and distribution of controlled documents at the East Tennessee Technology Park (ETTP).

## 2.0 SCOPE

Applicable to all DOE ETTP Site Office (PSO) personnel.

## 3.0 REFERENCES AND DEFINITIONS

### 3.1 REFERENCES

No references are needed for this procedure.

### 3.2 DEFINITIONS

Controlled Document - A document, such as a procedure, that has authority maintained over its content and distribution as designated by the DOE ETTP Site Manager.

## 4.0 RESPONSIBILITIES

### 4.1 DOE ETTP SITE MANAGER

4.1.1 Shall approve the designation, preparation, and distribution of controlled documents.

### 4.2 DOE ETTP SITE OFFICE PERSONNEL

4.2.1 Shall prepare or review controlled documents designated by the DOE ETTP Site Office Manager.

4.2.2 Shall review controlled documents for which they are responsible at least every three years and recommend revisions.

4.2.3 Shall acknowledge the reading of new or revised controlled documents.

### 4.3 PSO QUALITY ASSURANCE (QA) COORDINATOR

4.3.1 Shall provide guidance in the implementation of this procedure.

#### 4.4 PSO ADMINISTRATIVE SUPPORT

4.4.1 Shall maintain and revise the master copy (original) of all controlled documents with guidance from the PSO QA Coordinator.

4.4.2 Shall distribute controlled documents with guidance from the PSO QA Coordinator.

4.4.3 Shall receive and retain acknowledgment of the reading of controlled documents.

#### 5.0 PROCEDURE

5.1 Preparation and Review - A controlled document shall be prepared and reviewed by personnel who are knowledgeable in the subject matter. The document shall be accurate, complete, uniquely identified, and dated. A revised document shall be sequentially numbered with revision "0" being assigned to the original issue.

5.2 Approval - The new or revised document shall be submitted to the DOE ETPP Site Manager for approval prior to distribution.

5.3 Distribution - The new or revised controlled document shall be distributed with a request to acknowledge that the document was read.

#### 6.0 RECORDS

6.1 Record documentation generated as a result of this procedure shall be maintained in accordance with the Site Office Administration Manual.

6.2 Records include:

- Originals of controlled documents, both historical and current.
- Evidence that DOE ETPP Site Office Personnel have acknowledged the reading of new or revised controlled documents.

#### 7.0 Attachments

None.