

U.S. DEPARTMENT OF ENERGY East Tennessee Technology Park CLOSURE PROJECT OFFICE (CPO)	NO: <b>CPO-6.2</b> REV: <b>5</b> EFFECTIVE DATE: September 15, 2003
TITLE: <b>CONTROLLED DOCUMENTS, GUIDIANCES, AND PROCEDURES</b>	SUPERSEDES: NO. PSO-6.2 REV: <u>4</u>
APPROVED: Donna M. Perez	PREPARED: Everett J. Patrick

NOTE: THIS REVISION WAS MADE TO UPDATE REFERENCES.

## 1.0 PURPOSE

To establish a standard method for the designation, preparation, review, approval, revision, and distribution of controlled documents, guidance, and work instructions at the East Tennessee Technology Park (ETTP) Closure Project Office (CPO).

## 2.0 SCOPE

Applicable to all Department of Energy (DOE) ETTP Closure Project Office personnel.

## 3.0 REFERENCES AND DEFINITIONS

### 3.1 REFERENCES

- 3.1.1 ORO 0 410 CHAPTER III, CHANGE 3.
- 3.1.2 ORO M 411.1-1E MANUAL OF SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES, LEVEL II, FOR OAK RIDGE OPERATIONS.
- 3.1.3 ORO 0 110, REVISION 1, ORGANIZATION AND STRUCTURE, CHAPTER 6.
- 3.1.4 ORO EM, EM-6.4, Revision 0, PREPARATION AND MANAGEMENT OF POLICIES AND PROCEDURES.

### 3.2 DEFINITIONS

- 3.2.1 **Controlled Document:** A document, such as a procedure, policy, guidance, or work instruction that has authority maintained over its content and distribution as designated by the DOE Director, ETTP Closure Project.
- 3.2.2 **Policy:** A document that provides a guide or approach to the management of certain affairs which may affect all EM personnel. Must be approved by the Assistant Manager for EM.
- 3.2.3 **Procedure:** A document that sets out a particular set of actions used to accomplish an assignment that potentially affects all EM personnel.

**3.2.4 Guidance:** A document generated in EM that provides a guide or approach to the management of certain affairs and applies at one location or facility but does not apply EM wide.

**3.2.5 Work Instruction:** A document generated in EM and of a procedural nature. It applies at one location or facility and not EM wide.

#### **4.0 RESPONSIBILITIES**

##### **4.1 DOE, Director, ETPP Closure Project**

**4.1.1** Shall approve the designation, preparation, and distribution of controlled documents, guidance, and work instructions for the ETPP Closure Project Office.

##### **4.2 DOE ETPP CLOSURE PROJECT OFFICE PERSONNEL**

**4.2.1** Shall prepare or review controlled documents designated by the DOE Director, ETPP Closure Project.

**4.2.2** Shall review controlled documents, guidance, and procedures, 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 ETPP CLOSURE PROJECT OFFICE QUALITY ASSURANCE (QA) COORDINATOR**

**4.3.1** Shall provide guidance in the implementation of this procedure.

##### **4.4 CPO ADMINISTRATIVE SUPPORT**

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

**4.4.2** Shall distribute controlled documents with guidance from the ETPP CPO 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 ETPP DOE Director, ETPP Closure Project 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 ETPP Closure Project 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.

Rtg.Symbol &Init/Sig. EM-93 Patrick E. Date
Rtg.Symbol &Init/Sig. EM-93 Perez D. Date
Rtg.Symbol &Init/Sig.  Date

**U. S. Department of Energy**

**East Tennessee Technology Park  
Closure Project  
Office (CPO)**

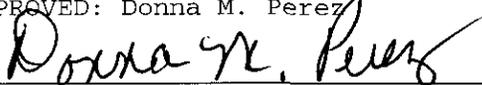
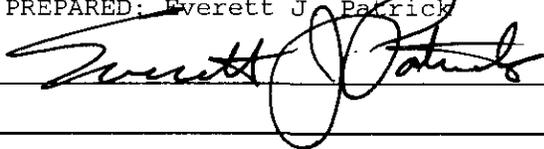


**PROCEDURE**  
CPO-6.2 REV 5

**CONTROLLED  
DOCUMENTS,  
GUIDIANCE, AND  
PROCEDURES**

**September 2003**



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