



# Centerwide System Level Work Instruction

ISO 9001 - Ames Research Center

Document #:  
**53.ARC.0005.1**

Rev.:  
**6**

Title:

**Document and Data Control Work Instruction for DCAs**

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## REVISION HISTORY

Rev	Description of Change	Author	Effective Date
0	Initial release based on 7/98 DNV Audit and 6/98 Internal Audit (see DCR 98-011).	M. Hines	9/3/98
1	Administrative change (DCR 98-048)	R. Serrano	12/18/98
2	Clarifications based on 4/99 DNV Audit (DCR 99-022)	G. Miyahara	9/3/99
3	Clarification based on CAR #ARC-00645 (DCR 99-038)	G. Miyahara	9/9/99
4	Administrative change (DCR 00-013) added definition for CWCDA	J. Weller	5/4/00
5	Administrative change (DCR 00-016) deleted section 6.1.3.2	J. Weller	5/15/00
6	Added clarification to section 6.1.3.4 changes to ARC Form 760, Document Change Request (DCR 00-025)	J. Weller	12/19/00

## REFERENCE DOCUMENTS

Document Number	Document Title
53.ARC.0000	Ames Research Center Quality Manual, Section 4.5
53.ARC.0005	Document and Data Control

Documents referenced in this procedure are applicable to the extent specified herein.

### 1. Purpose

This work instruction identifies how Document Control Administrators (DCAs) control Quality System documents and data, Document Control Requests (DCRs), and the Master List in accordance with the Ames Research Center (ARC) Quality Manual and 53.ARC.0005.

### 2. Scope



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This work instruction applies to the control of documents and data pertaining to the ARC Quality System. It includes, as a minimum, the ARC Quality Manual, Centerwide System Level Procedures, Directorate-level procedures, and associated forms. It is also recommended as a guide for control of lower-level documents and data.

### 3. Definitions and Acronyms

- |     |   |   |
|-----|---|---|
| 3.1 | Administrative Change                             | Any clerical change to a document or data which does not impact its basic intent (i.e., grammatical, template formatting, typo-fixes, etc.)                           |
| 3.2 | Centerwide Document Control Administrator (CWDCA) | Person responsible at the center-wide level for control of the ARC Quality Manual, Centerwide System Level Procedures (SLPs), and associated forms.                   |
| 3.3 | Data  | Quality System information used to control the process that affects the final product (e.g. reference values, benchmarks)   |
| 3.4 | Document  | Quality System procedure, work instruction, manual, or associated form which is used to control the processes that affect the quality of the final product            |
| 3.5 | Document Change Request (DCR)                     | Form used to create or change a document (ARC 760)  |
| 3.6 | Document Control Administrator (DCA)              | Person responsible at any organizational level for control of documents and data that affect only that organization   |
| 3.7 | Master List                                       | List which identifies the Quality System documents and data and includes current revision status  |
| 3.8 | Responsible Manager                               | Person having the responsibility and authority to accomplish/implement a specific activity or process (includes organizational line managers, project managers, etc.) |

### 4. Flowchart

There is no flowchart required for this document.



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## 5. Responsibilities

### 5.1 Document Control Administrators (DCAs) shall:

- ? process, control, and coordinate new or revised documents and data. This includes the tracking, status, maintenance, and distribution of information relating to all controlled documents and data comprising the Quality System.

### 5.2 Centerwide Document Control Administrator shall:

- ? Follow the above responsibilities, and
- ? Post the document with strike-throughs in the "Redlined Documents" section on the ISO web site.

## 6. Procedure

### 6.1 Upon final approval or rejection of a DCR, the DCA shall:

6.1.1 Receive DCR package, including created or revised document or data if appropriate, from the Responsible Manager.

#### 6.1.2 If DCR was rejected:

6.1.2.1 Return DCR package to the Responsible Manager identifying insufficient information.

#### 6.1.3 If DCR was accepted:

6.1.3.1 Check the DCR and proposed document or data for completeness (i.e. format, change bars, etc.),

6.1.3.2 Incorporate changes, or

6.1.3.3 Cancel document or data, and

6.1.3.4 Date, **initial DCR, and check the appropriate boxes**. File supporting material (i.e. DCR, original document, signature evidence, history document, etc.)

#### 6.1.4 Process DCR by:

6.1.4.1 Revising the Master List, which automatically updates the web site.

6.1.4.2 Posting new or revised document or data, which



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automatically updates the web site.

? Ensure that appropriate DCAs or affected staff members are subscribers to the document or data. This ensures that an email message is automatically sent out to the correct persons for notification of new or changed documents or data.

6.1.4.3 Moving older versions of both electronic copy and hard copy to the appropriate history file. (This completes the processing of a DCR.)

6.1.4.4 Coordinating disposition with ARC Center Records Management Officer for obsolete, invalid, or cancelled documents.

## 7. Metrics

There are no metrics required for this document.

## 8. Quality Records

There are no Quality Records required for this document.

## 9. Form(s)

Forms required for this document:

Form Number	Title
ARC 760	Document Change Request