|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cornell High Energy Synchrotron Source** | | | | |
| **Doc#:** REF-DOC-001 | **Procedure:** CHESS Document Control Standards | | | **Prepared by:** ZB |
| **Rev.:** 5 | **Date Revised:** 06/14/13 | **Date Effective:**  06/14/13 | **Date Expires:**  06/14/14 | **Approved by:** ZB |

**Purpose**

To establish standards for CHESS operations documentation

**Materials and Equipment Needed**

1. None

**Safety**

1. Safety Issues: none

**Document Handling**

1. All documents affecting operations shall be maintained and controlled with a unique Document ID and Revision Number.
   1. Ref: SOP-DOC-001 for details on Document ID and versioning.
2. Staff shall be responsible for producing documentation on equipment they have commissioned or altered.
3. Team leaders shall be responsible for approving and releasing documents pertaining to their departments.
4. Documents requiring immediate deployment shall be labeled “FOR REFERENCE ONLY” and placed in a visible location relevant to their use.
   1. Information regarding “FOR REFERENCE” documents shall be immediately posted to the CHESS Webboard in accordance with SOP-DOC-002.
   2. “FOR REFERENCE” documents shall be removed from operations after proper approval and release.

**Document Categories**

1. Documents shall be separated into categories:
   1. Forms
   2. Procedures
   3. Reference Material
   4. Manuals
   5. Obsolete
2. Any control or communication software documentation shall be categorized with the pertinent subsystem.
   1. Ex: *REF-BPM-001 – VBPM Software Guide*
3. All documents shall have a header detailing:
   1. Document ID
   2. Revision Number
   3. Date Issued
   4. Author
4. All documents shall include Revision History detailing:
   1. Revision number
   2. Edits Made
   3. Date Edited
   4. Editor’s Initials
5. All documents should have (optional) a header including:
   1. Document Title
   2. Effective Date
   3. Authorized By
6. Forms
   1. Any documents kept as record (temporary or long-term) shall be classified as Forms (**F**). Examples are:
      1. Checklists
      2. Change Requests
      3. Corrective Action Requests
   2. Forms shall include the required details from Heading 2 in the document’s header, and can be of any format that will:
      1. Be easily completed by the user
      2. Be easily read when archived.
7. Procedures
   1. Any document detailing step-by-step process shall be classified as a Procedure (**SOP**).
   2. Approved Standard Operating Procedures shall use F-DOC-002 as a template.
   3. Approved Standard Operating Procedures shall include the required documentation information in the template’s title block and in the header of the document.
   4. Procedures shall include the following sub-sections:
      1. Purpose
      2. Materials and Equipment
      3. Safety
      4. References
      5. Procedure
      6. Figures
      7. Revision History

**WARNING: Example Safety Warning!**

* 1. Safety warnings shall be highlighted and precede steps involving the referenced hazard as in the preceding example.
  2. Procedures shall be written with adequate detail such that a first-time user could complete the described task with no prior knowledge, unless prior knowledge is specified.
     1. Prior knowledge required to complete a procedure shall be:
        + Detailed in the References section of the document
        + Included in a warning as detailed in section 5e.

1. Reference Material
   1. Any documents meant to inform the reader on a particular subject matter relating to operations at CHESS shall be classified as Reference documents (**REF**).

Examples are:

* + 1. Tables of information
    2. Drawings and Figures
    3. Operational Notes that do not qualify as procedures
  1. Reference documents shall include the required documentation information in the document’s header (Ref: F-DOC-003) and can be of any logical format.
  2. Reference documents shall contain sufficient context such that the information can be understood by CHESS staff other than the document’s creator.

1. Manuals
   1. All manuals for outside equipment shall be classified as Manuals (**MAN**)
   2. Manuals shall only be identified by a file name containing the document ID number.
   3. All manuals shall be submitted in an un-editable form.
   4. If digital copies of manuals are unavailable, the document shall be scanned and assembled in an un-editable form.
   5. Manuals shall be uploaded to the same directory as other CHESS Documents, but listed in a separate Manual Index.
2. Obsolete Documents
   1. Any documents that have been superseded, refer to systems not currently used, or have not had re-approval shall be classified as Obsolete (**OBS**).
   2. All documents in CHESS documentation shall be reviewed for obsolescence one (1) year after the latest verified revision.
      1. Review shall be initiated by staff responsible for documentation.
      2. Review shall be performed by staff responsible for approval.
      3. Verification date shall be listed in Document Index.
   3. If a document is determined to be Obsolete:
      1. Obsolete documents shall be given a prefix of **OBS-** in addition to their original Document ID.
      2. Revision number shall be appended to the obsolete document.
      3. Obsolete documents shall be filed into an *“Obsolete”* directory within the local directory of the current document system.
      4. Original Document ID shall be retired from the system. Numbers shall not be re-used for new documents.

**Figures**

*None*

**References**

SOP-DOC-001 – CHESS Document Control Approval and Release

SOP-DOC-002 – CHESS WebBoard Posting

F-DOC-002 – SOP Template

F-DOC-003 – Form and Reference Template

**Revision History**

Rev. 1 – Initial document (04/13/12 - ZB)

Rev 2. – Specified software documentation protocol. Added References section. Corrected referred Doc Ids. (05/24/12 – ZB)

Rev. 3 – Added header to document. Removed internal references to required document information in lines 7c and 8b. Added clarification on requirements of Reference material in 8a and 8c. Added reference to F-DOC-003. Only information requirement for manuals is the Doc ID in filename. (11/29/12 – ZB)

Rev. 4 – Added 9e to define how Manuals will be uploaded. (05/17/13 – ZB)

Rev. 5 - Edited 10b to include document verification. Edited 10c for clarity. Added 10civ to clarify obsoleting procedure.