

# EOTA – *Business Process*

	<p><i>Document Title:</i></p> <p><b>Document Control Process</b></p>
	<p><i>Document Number:</i></p> <p><b>P-001 Rev 11_0304</b></p>
<p><i>Document Owner:</i> Elizabeth Sousa</p> <p><i>Backup Owner:</i> Melissa Otero</p>	<p><i>Approver(s):</i></p> <p><b>Melissa Otero</b></p>
<p><i>Parent Document:</i> Q-001, Quality Manual</p>	<p><i>Notify of Changes:</i> EOTA Employees</p>
<p><i>Referenced Document(s):</i>  <b>F-001 Document Control Template - Process, F-002 Document Control Template - Instruction, F-003 Document Control Template – Screenshot, F-004 Document Control Template – Form, F-005 Document Control Template – Form - Excel, MGTP-002 Skill Set Model, Q-003 EOTA Processes: Sequence and Interaction, P-003, Control of Records</b></p>	

***Revision History:***

<b>Rev.</b>	<b>Description of Change</b>
<b>A</b>	<b>Initial Release</b>
<b>08_0814</b>	<b>Edited document to include all Referenced Documents, minor editing changes completed to clarify process.</b>
<b>11_0304</b>	<b>Updated referenced documents and changed verbiage to more accurately capture current processes. Defined Archived.</b>

## **I. Purpose**

To describe the methods to identify, review, approve, re-approve and control the documents related to the Emergency Operations Training Academy (EOTA) Business Management System (BMS) requirements.

## **II. Scope**

This process applies to all EOTA employees.

## **III. Responsibility**

**Document Controller** – Responsible for maintaining and controlling EOTA Processes, Instructions, and Forms, and other approved documents relevant to the EOTA Business Management System.

**Document Owner** – Responsible for revising Processes, Instructions and Forms relevant to the EOTA Business Management System.

**Approver** – Responsible for reviewing the documents for adequacy prior to use. Revisions to existing documents are reviewed for adequacy and re-approved as defined on the coversheet, at minimum. Electronic approvals, following initial document release / System start-up, are managed in Q-Pulse.

## **IV. Definitions**

**Document** – Process, Instruction, Form and other supporting documents that are controlled / maintained under revision control. Records are a special type of document and are controlled as defined in P-003, Control of Records. Documents are typically maintained on the network and therefore, the documents are legible. Document numbers and revisions are assigned to ensure that documents are readily identifiable.

**Active** – A document that has been approved, controlled, and accessed by Q-Pulse and can be viewed on the network.

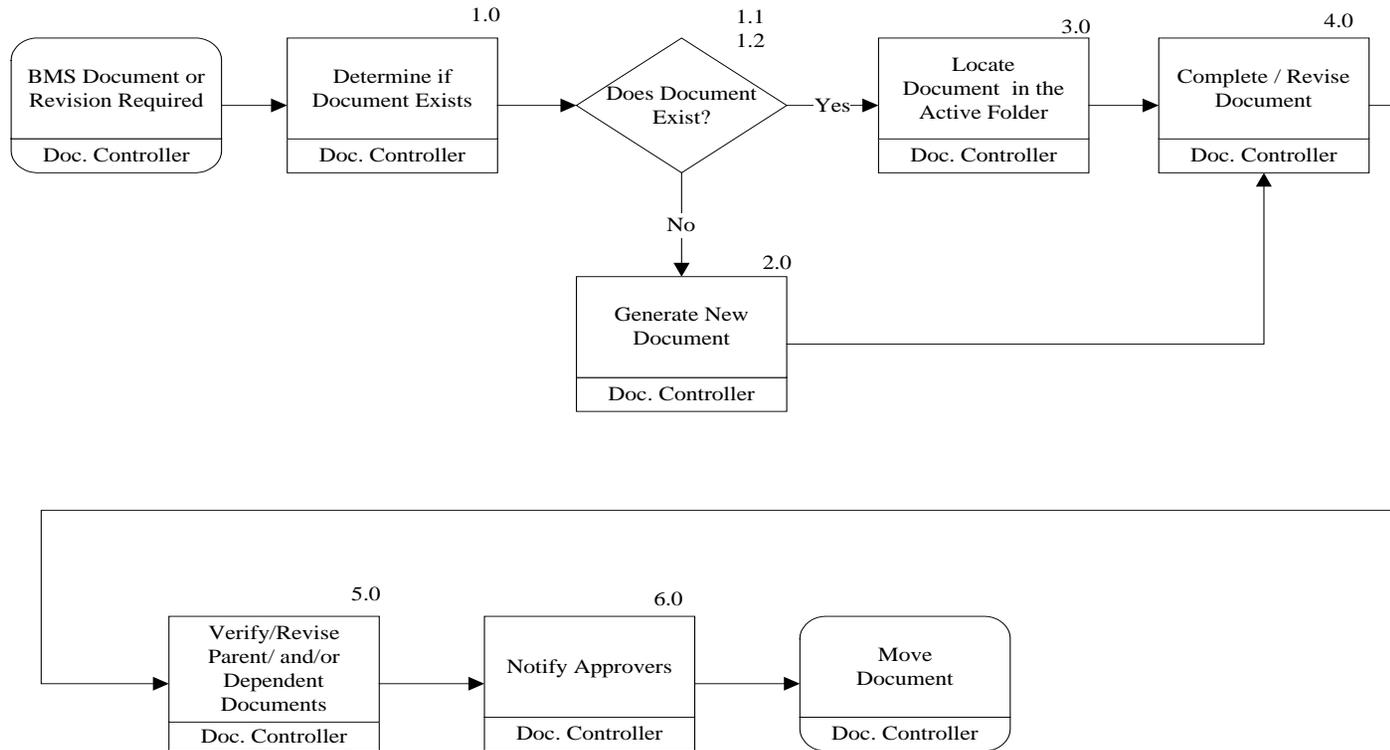
**Draft** – An unapproved document that may be controlled and accessed by Q-Pulse or isolated from general use on the network, and can be viewed on the network.

**Obsolete** – A document that has been superseded and will never be used again. Obsolete copies are safeguarded from inadvertent use in an “Obsolete” location in Q-Pulse / the network.

**Inactive** – A document that is not currently needed within the EOTA BMS that may be activated at a later time, if required. It is controlled and accessed by Q-Pulse and can be viewed on the network.

**Archived** – Documents made inactive based on revision, or documents that have been superseded (obsolete). These documents are filed on the network drive in either the “obsolete” or “inactive” folders as applicable.

## V. Process





## **1.0 Determine if Document Exists**

Upon recognizing that a BMS document release or revision is required, the Document Controller will determine if the Document exists in Q-Pulse.

**1.1** If the Document exists, the Document Controller will proceed to Step 3.0.

**1.2** If the Document does not exist, the Document Controller will proceed to Step 2.0.

## **2.0 Generate New Document**

The Document Controller will generate the document using the applicable F-001, Document Control Template (as identified in the reference document section of the coversheet).

Draft documents are documents that have been revised and are pending approval. These documents are managed by either the Document Controller or Q-Pulse. The Obsolete documents are previous revision of the document and are preserved in an “obsolete” area of the network / Q-Pulse to prevent inadvertent use. Inactive documents are controlled by Q-Pulse and can be activated / reactivated in the event the document is needed.

## **3.0 Locate Document in the Active Folder**

If the document exists, the Document Controller will locate this Document in the Q-Pulse document management system.

## **4.0 Complete / Revise Document**

The Document Controller in collaboration with the Document Owner will complete the document revision, including updating the Revision History section to reflect the changes and current revision status of the documents. The Document Controller will control access of non-approved draft documents, coordinate approval, and activate the document in Q-Pulse.

Some revisions may include correcting grammar, spelling, and/or formatting errors. The Document Controller, in conjunction with the Owner is authorized to perform typographical or minor editing corrections such as name changes, title changes, acronym clarifications, etc. without requiring a formal document revision or explicit approval from the Document Approver.

## **5.0 Verify/ Revise Parent and/or Dependent Documents**

If the document currently being revised and released directly affects any other parent or dependent documents, it is the responsibility of the Document Controller to verify if any affected documents need to be revised.

Documents always requiring revision update:  
MGTP-002, Skill Set Model (records update),  
Q-001, Quality Manual (document update),  
Q-003, EOTA Processes: Sequence and Interaction (document update).

## **6.0 Notify Approvers**

The Document Controller will notify the selected Approver(s) to review the document for adequacy prior to issue. The Document Controller will ensure the same level of authority approves the changes. Once the Approver(s) have been notified and have approved the document, the Document Controller will update the revision in Q-Pulse. Q-Pulse will retain the obsolete / previous revision in the “Obsolete” section of the Document Control module. The Document Controller will notify identified personnel of changes to the document by utilizing the Distribution function in Q-Pulse, or a similar method of communication.

External Documents are maintained using REG-003, External Document Register.