DOCUMENT CONTROL SYSTEM PROCEDURE

1 Purpose

The purpose of this procedure is to define a Document Control System for DSRA documents in order to assure that the correct documents approved to the latest revision level are being used to conduct the day to day business of the DSRA.

2 Scope

The scope of this procedure covers the control of all of the following DSRA documents: DSRA Bylaws, DSRA Policy Statements, DSRA Operating Procedures and DSRA Forms. If other types of DSRA documents are developed at some future time which require control, they shall be incorporated into this same Document Control System. There shall be only one methodology for controlling DSRA documents regardless of the type of document involved.

This procedure does not include the control of records. A typical example of a record is a completed form.

3 Responsibilities

The DSRA Secretary, or designee, has the primary responsibility for maintaining the DSRA Document Control System. This individual shall assign the appropriate Document Control Number and revision level to approved documents following the format prescribed in Appendix I. This individual shall also maintain a portion of the DSRA web site for the purpose of having a controlled location for these documents to assure that only the correct documents are accessible for use by the DSRA membership.

4 Process Steps

4.1 Upon approval of either a new DSRA document or an amendment to an existing document, the DSRA Secretary, or designee, shall either assign a new Document Control Number or change the revision level of an existing document, as appropriate using the format prescribed in Appendix I.

4.2 The DSRA Secretary, or designee, shall place the controlled document onto the DSRA web site as a "read only" file so that the contents of the file may not be altered by anyone accessing the files.

4.3 The DSRA Secretary, or designee, shall grant "User ID's" to those DSRA Members who have need to access DSRA draft documents for the purpose of review prior to approval. Likewise, the DSRA Secretary, or designees, shall terminate "User ID's" for those DSRA Members who no longer need such access.

4.4 The DSRA Secretary, or designee, shall maintain a history of each DSRA controlled document tracking its initial approval date and each revision level date along with a summary of changes at each revision level. This history shall be a part of the document format and maintained with the document.

4.5 The DSRA Secretary, or designee, shall maintain a log sheet of "User ID's", the name of the DSRA Member, and the dates they were granted and terminated.

5   Record Keeping Requirements

Copies of all DSRA controlled documents including their Change History Log shall be kept as permanent records by the DSRA Secretary or designee and so shall log sheets for tracking User ID's issued and terminated.

6   Forms

User ID Approval and Termination Log: DSRAFORM 101A

7   Glossary

Document Control System:A consistent methodology for controlling DSRA documents by identifying each document with an alphanumeric system and a current approval or revision date.

User ID: An alphanumeric system of identifying DSRA Members who have been granted access to DSRA controlled documents. DSRA Members who have been given User ID's shall create their own personal passwords to complete the log in process.

Read Only File: A computer file which has been coded as "read only" can only be altered by the person maintaining the file. All others can only view the file and are not permitted to make changes.

8   References

Operating Procedure Implementation: DSRAPROC 100

User ID Approval and Termination Log: DSRAFORM 101A

9   Change History Log

REV	APPROVED	DESCRIPTION OF CHANGE
000	3/4/2010	Initial application of DSRAPROC 101
000	3/4/2010	Initial application of DSRAFORM 101A

APPENDIX I

DOCUMENT CONTROL NUMBERING SYSTEM

Bylaws

DSRA BYLAWS: Rev -XXX;Date - mm/dd/yy

Policy Statements

DSRAPOL 0##: Rev - XXX; Date - mm/dd/yy

Operating Procedures

DSRAPROC 1##: Rev - XXX; Date - mm/dd/yy

Forms

DSRAFORM 1##A: Rev - XXX; Date - mm/dd/yy

Policy Statements and Operating Procedures shall be assigned sequential numbers [starting with 001 for Policy Statements and starting with 100 for Procedures] as they are created, but for Form Numbers they shall be assigned the same number as their corresponding procedure number but with a letter suffix.

"Revision Level" refers to the most recent revision using sequential numbers beginning with "000" for the original document.

"Date" refers to the date the document, at the most recent revision level, was approved and officially implemented.