

Controlled Procedures

This document provides guidance and consistency to written, internal procedures. It also describes how the Computing Division ensures that procedure and documents are controlled.

Prepared By: Amy Pavnica

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Approved By: *A. Duarte*

Date: *4/9/10*

Approved By: _____

Date: _____

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Objective

The objective of this document is to provide guidance and consistency to written, internal procedures. This document also describes how the Computing Division ensures that procedures and documents are controlled.

Definitions

ES&H Document – a procedure and any supporting forms that are required in order to maintain the ES&H management systems

ES&H Records – Evidence to demonstrate conformance to an ES&H standard, FESHM, or FRCM requirement.

Responsibilities

Division/Section Head is responsible for identifying protocol for controlling their internal ES&H documents. The Division Head is also responsible for reviewing and approving (through signature) ES&H procedures, and ensuring that the procedures are being followed.

Department Heads are responsible for reviewing and approving procedures pertaining to work in their department. They are also responsible for the distribution of the document and ensure that the document is read and understood by those who will be using it.

Procedure

- All ES&H documents shall be controlled so as to assure that the most current information is available to employees. Documents will contain a footnote encouraging the user to refer to DocDB for the most recent version.
- All ES&H documents must go through an approval process. The review/approval and document control process for the document will require the signatures of the appropriate Department Head(s) and Division Head.

This procedure can be updated at any time. For the most current version, please refer to DocDB.

- All CD ES&H documents will be reviewed on a yearly basis by the appropriate department head. The CD SSO will provide assistance, if needed. Documents must go through the established approval process of the appropriate Department Head(s) and Division Head.
- All ES&H documents shall have the revision date identified on the document. Only the most current revision shall be used. Any older version kept for information purposes must be marked as obsolete.
- Documents of external origin, such as equipment manuals, which are necessary for the planning and operation of the ES&H system shall be controlled to assure the most current information is available.
- All ES&H records must be retained in accordance with the Fermilab Records Management Program.

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