



Dryden Flight Research Center
Edwards, California 93523

DCP-X-007, Revision J-1
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Dryden Centerwide Procedure

Code X

Documentation Management

(With changes 11-13-09)

Electronically approved by
Assistant Director of Management Systems

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1.0 PURPOSE OF DOCUMENT

This document describes the management of Dryden's controlled documents.

2.0 PROCEDURE SCOPE & APPLICABILITY

Scope: This procedure applies to all documents controlled through the Management Systems Office (MSO) and documents of external origin received by designated users at Dryden.

Applicability: This process applies to Dryden employees who generate, revise, use, and/or cancel controlled documents.

3.0 PROCEDURE OBJECTIVES, TARGETS, METRICS, & TREND ANALYSIS

Objective:	Control of externally controlled documentation
Target:	100% of organizations have identified externally controlled documents required to perform work on D-WK 82-1
Metric:	Audit findings for this requirement
Objective:	Controlled documents are reviewed and approved prior to release
Target:	100% of controlled documents are reviewed by affected organizations prior to release for approval
Metric:	Interorganizational Process Review Panel (IPRP) emails sent for review of cross-organizational Documents
Metric:	Electronic records of document approval
Objective:	Controlled documents are reviewed and revalidated, revised, or cancelled within a 5 year life cycle (Center objective)
Target:	100% of controlled documents are reviewed and revalidated, revised, or cancelled within a 5 year life cycle
Metric:	Number of expired documents
Target:	100% of 6 Month "Due to Expire" notices are sent to OPRs
Metric:	Required number of notices sent to OPRs

Trend Analysis: Objectives are measured through analysis of findings from external and internal audits. Findings from these audits are evaluated to determine the effectiveness of this process.

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4.0 WAIVER AUTHORITY

The Assistant Director for Management Systems (ADMS) may authorize waivers to this procedure. Waiver requests must be submitted on form [DFRC 117-1](#). Waivers are retained in the MSO until the related document is approved.

5.0 RESPONSIBILITIES

5.1 Management Systems Office

- Ensure OPRs are notified six months prior to document expiration.
- Provide Document Library capability.
- Manage the document process as defined in this procedure.

5.2 Approving Authority

- Ensure documents are approved per 9.0.

5.3 Organizational Director or Office Chief

- Ensure that the record of externally controlled documents used to perform work, [D-WK 89-1](#), Organizational Records Series Inventory, is maintained (or accurate and up-to-date).

5.4 Document Author / Owner (OPR)

- Ensure use of the appropriate template located in the Document Library on the Xnet or request a copy from the Management Systems Office (MSO) editor to create a new document.
- Ensure that the current Word version of existing documents is obtained from the MSO to use for making a revision and that only the most recently edited MSO draft of the revision is used for making additional changes. (If a Word version is not available, the document must be recreated using the appropriate template.)
- Ensure that all changes are clearly visible by using Track Changes, colored text, strikethroughs, or highlights when editing a draft document that will be submitted to MSO.
- Ensure adequate internal review during the drafting phase.
- Be aware of document expiration dates. Ensure documents are revalidated, revised, or cancelled, as appropriate, prior to the expiration date.

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- Ensure users are informed when new or revised documents are approved.

5.5 Document User

- Use the Xnet Document Library to find current documentation.
- When hardcopies are retained, ensure that it is the current version prior to each use.
- Ensure that all hard copies of cancelled and obsolete documents are destroyed as soon as practical after receiving notice of cancellation or revision.

6.0 DOCUMENT TYPES & DEFINITIONS

6.1 Dryden Policy Directives (DPD)

DPDs are policy statements that describe what is required by DFRC management to achieve NASA's vision, mission, and external mandates and who is responsible for carrying out those requirements.

6.2 Dryden Procedural Requirements (DPR)

DPRs provide DFRC mandatory instructions and requirements to implement DFRC policy as delineated in an associated DPD. All DPRs must relate to a DPD(s).

6.3 Dryden Centerwide Procedures (DCP)

A DCP describes a process and provides procedural instructions. It describes interactions between organizations needed to implement or execute the procedure.

6.4 Dryden Organizational Procedure (DOP)

A DOP describes a process and provides procedural instructions needed to implement or execute the procedure within one organization.

6.5 Dryden Standards (DST)

Standards documents define specifications. For example, if a DPR required all bird cages to be painted NASA Blue, a DST could specify the brand of paint and the number of coats of paint, etc.

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6.6 Dryden Plans (DPL)

Plans describe what the organization intends to achieve. It may contain a description of the process, but may not contain specific procedures. Requirements may be included.

6.7 Handbooks (DHB)

Handbooks (DHB) are gradually being phased out and converted to Guidance (G) documents if the handbook does not contain requirements and/or procedure or DCP/DOP documents if there are requirements and/or procedures.

6.8 Guidance (G)

Guidance documents contain only recommendations, advice, suggestions, Lessons Learned, and Best Practices. They do not contain requirements or procedure. They are not auditable. Responsibilities may be included.

6.9 Chapter Documents (DOC)

Dryden Organizational Chapter documents detail an organization's mission, objectives, roles, and responsibilities.

6.10 Dryden Equipment Instructions (DEI)

DEIs are instructions for operating equipment.

7.0 DOCUMENT FORMAT & CONTENTS

7.1 Document Format

All documents must follow the format standards in the approved templates as closely as is realistic. The ADMS or Documentation Manager (DM) may authorize changes to the document format on a case-by-case basis.

See templates at

<http://ides.dfrc.nasa.gov/IDES/templates.taf?function=search>

7.2 Document Contents

The templates provide document structure and describe content requirements and definitions. Sections 1.0 through 4.0 are required.

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The title of Section 5.0 may be changed to a more relevant heading. Any number of sections may be added between Section 5.0 and the Management Records & Record Retention section.

The last three sections will always be Management Records & Record Retention, Relevant Documents, and Acronyms & Definitions, regardless of their section numbers. If there are no relevant documents, acronyms, or definitions, the sections will be deleted by the Document Editor.

As documents are revised, they are updated to the current format and content standards unless the change is a minor administrative change, in which case the document may be left in the previous format. Documents being revised that are within six months of expiration must be updated to the current template format.

The MSO will create hyperlinks to Dryden documents and Dryden forms mentioned in a document.

7.2.1 Footer Statements

All footers contain this statement:

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Before document approval, the OPR will select a footer statement related to external distribution.

- Dryden Distribution Only. Contact MSO regarding external distribution.
OR
- This document may be distributed outside of Dryden.

Chapter documents (DOC) use “This document may be distributed outside of Dryden”.

See templates at

<http://ides.dfrc.nasa.gov/IDES/templates.taf?function=search>

7.3 Document Standards & Styles

This section is not intended to cover all situations. It is intended to address only the most commonly encountered situations.

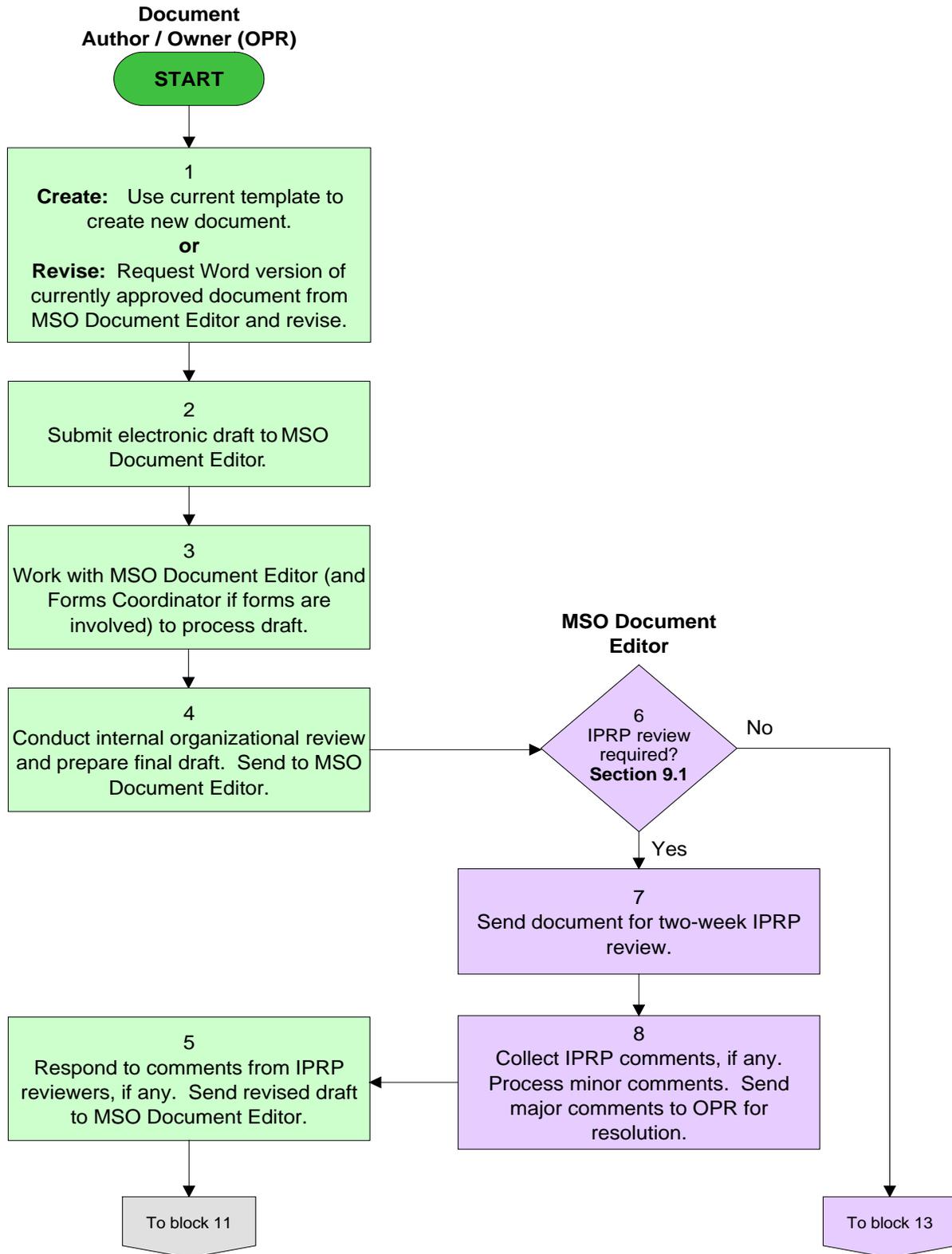
- The word *form* is not capitalized when referring to a Dryden form because it is not being used as part of a title. Air Force form numbers often capitalize the word *form*.

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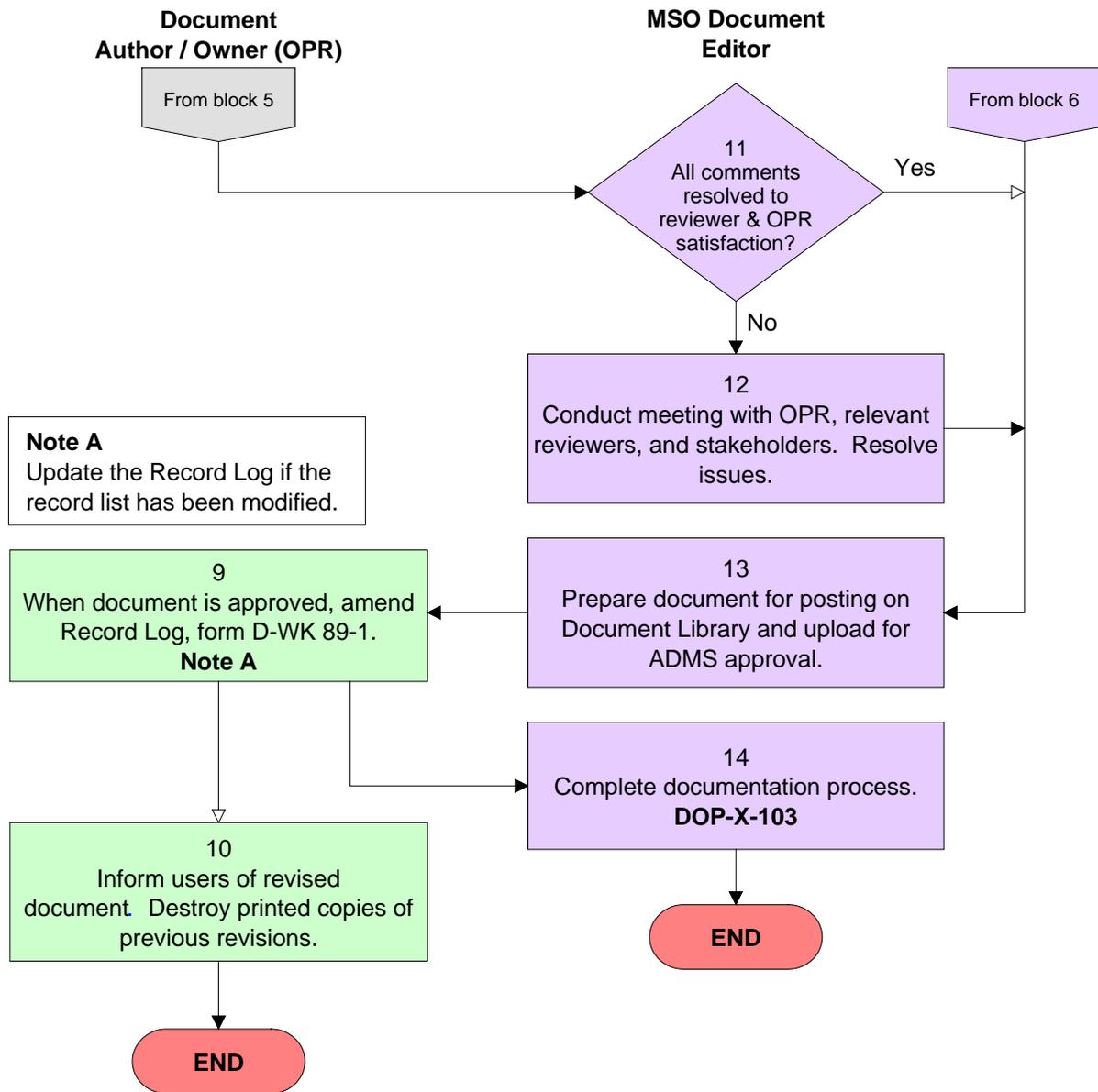
- Commas are not used to set off “or designee” when referring to two people, i.e., the person with primary responsibility and a designated alternate. (Those curious about this may look up appositives in a grammar book.)
- Ordinary capitalization is employed. For instance, do not capitalize all of the words in a flowchart block.
- *Ensure* is used to indicate *guarantee*. *Insure* would be used when referring to money/finance. *Assure* is typically not used.
- *Shall* is reserved for use in DPDs and DPRs.
- Use active voice and avoid passive voice. The active voice instructs while the passive voice describes.
 - Say, “File the report in the Branch Office.”
 - Do not say, “The report will be filed in the Branch Office.”

For further information, see NPR 1450.10, NASA Correspondence Management and Communications Standards and Style.

8.0 CREATE / REVISE CENTERWIDE DOCUMENT FLOWCHART

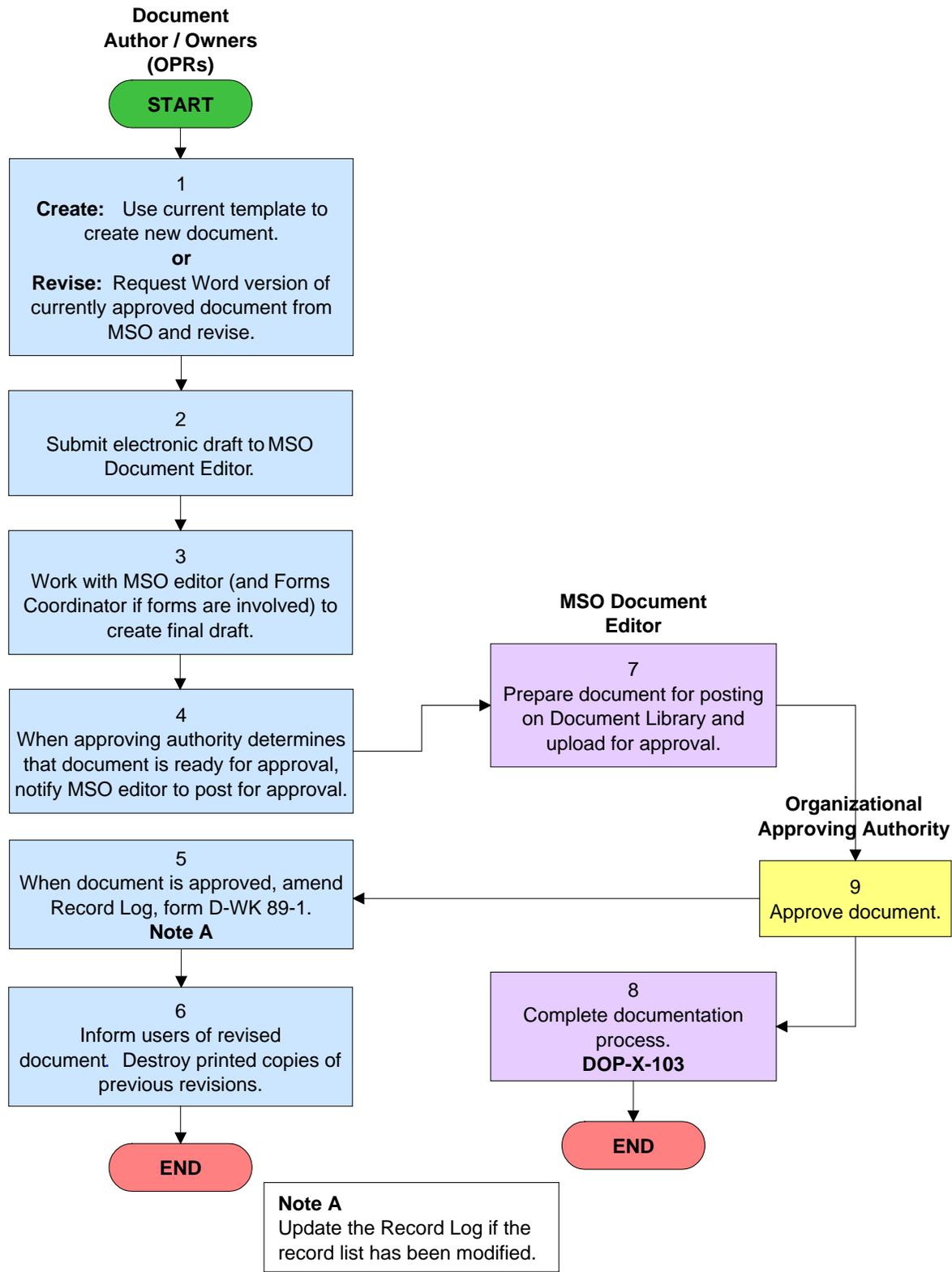


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9.0 CREATE / REVISE ORGANIZATIONAL DOCUMENT FLOWCHART



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10.0 TYPES OF DOCUMENT REVIEW & APPROVAL

10.1 Interorganizational Process Review Panel (IPRP) Review

The Interorganizational Process Review Panel (IPRP) reviews new Centerwide documents after the draft is completed. Revised Centerwide documents may be reviewed by the IPRP depending upon the extent of the change.

The DM or designee sends the finished draft of the Centerwide document to the IPRP team (which includes the MSO staff), the OPR, and stakeholders via e-mail for an electronic review, requesting responses by a specified date. The Document Editor processes minor comments (grammar, format, etc.) and then sends remaining comments to the document's OPR for resolution. It is possible that a second IPRP review will be performed if the document is significantly changed due to comments generated by the first IPRP.

If any IPRP comments are difficult to resolve, the MSO holds a meeting with the OPR, Document Editor, other MSO staff, and the IPRP reviewers who submitted the comments.

10.2 NCR Review

The Management Systems Office reviews all documents created or revised in response to a Nonconformance Report (NCR).

10.3 Document & Forms Review

The Forms Manager reviews all documents that involve new or changed forms. See Section 10.11.

10.4 Center Policy Documents (DPD, DPR)

The ADMS, DM, or designee sends Center policy documents for review by Legal and the ELT. The document is sent to Legal first, which has agreed to a 5-day turnaround. After receiving the Legal response, the MSO makes necessary changes, if any, and they are verified by Legal. When Legal approves of the content, the ADMS, DM, or designee hand carries a hardcopy of the document to the ELT for signed concurrence. Once approval is obtained from the ELT, the MSO routes the DPR/DPD to the Center Director for signature.

After the document is signed by the Center Director, the signed concurrence page and the signed DPD/DPR are filed in the Dryden

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Directives Program binder. The Word version is converted into a pdf file and posted on the Document Library.

10.5 Centerwide Documents (DCP)

- A. New Centerwide documents (DCPs) are always reviewed by the IPRP and approved by the ADMS.
- B. Revised Centerwide documents may be reviewed by the IPRP and are approved by the ADMS.
 - 1) When a Centerwide document is revised, the ADMS or DM makes review and approval decisions based on the nature of the change and the degree of the impact caused by the change. The ADMS or DM may decide that minor, low-impact revisions may be approved as an administrative change without formal review. See [DOP-X-103](#).
 - 2) In rare cases, the ADMS or DM may decide that while a change warrants a full revision, it does not need an IPRP review. In those cases, the OPR informs the procedure users of the change via email and copies the relevant document editor as verification.

10.6 Chapter Documents (DOC)

Chapter documents are reviewed by the Associate Director for the organization.

10.7 Organizational Documents (DOP, DEI)

New organizational documents are reviewed and approved by the organizational approving authority. Before posting for approval, all DOPs for Codes M, OE, and R are routed to the Chief Engineer for review. The Chief Engineer or designee will respond in writing with concurrence or comments and suggestions.

10.8 Plans (DPL)

Plans are reviewed by reviewers selected by the OPR.

10.9 Guidance & Standards Documents (G, DST)

Guidance and Standards may be Centerwide or organizational level and are handled in the appropriate way (IPRP or internal review, ADMS or organizational approval).

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10.10 Document Type, Acronym, Review, & Approving Authority

Document Name or Type	Document Acronym	Review Requirements	Approving Authority
Dryden Management System Manual	DMSM	ELT	IDES: Assistant Director for Management Systems (ADMS)
Dryden Organizational Manual	DOM	ELT	IDES: ADMS
Dryden Policy Directive	DPD	First review is by Legal, 5 days. ELT	<ul style="list-style-type: none"> • ELT review and concurrence • Center Director, signature • IDES: ADMS
Dryden Procedural Requirement	DPR	First review is by Legal, 5 days. ELT	<ul style="list-style-type: none"> • ELT review and concurrence • Center Director, signature • IDES: ADMS
Dryden Organizational Chapter	DOC	Associate Director for the organization	<ul style="list-style-type: none"> • Associate Director for the organization • IDES: ADMS
Dryden Centerwide Procedure	DCP	IPRP	IDES: ADMS
Mini Charter	(template)	MSO	Mini Charters are not approved. They are retained in the Management Systems Office until they are added to DPD-1000.3-001 (DOM) when it is revised.
Dryden Organizational Procedure	DOP	DOPs for Codes M, OE, and R must be reviewed by the Chief Engineer.	IDES: Director / Branch Chief /Office Chief
Dryden Equipment Instruction	DEI	Associate Director for the organization	IDES: Director / Branch Chief /Office Chief
Dryden Plan	DPL	The OPR selects reviewers for Plans.	IDES: Director / Branch Chief /Office Chief
Environmental Management System Manual	EMSM	ELT	IDES: ADMS
Guidance (Centerwide)	G	IPRP	IDES: ADMS
Guidance (Organizational)	G	Associate Director for the organization	Director / Office Chief / specific title
Dryden Standards	DST	IPRP or Associate Director for the organization	Director / Office Chief / specific title
Dryden Interim Directive	DID	First review is by Legal, 5 days. ELT	IDES: ADMS

10.11 Forms Associated with Documents

If a new or revised document requires that a form be created or revised, the form and document will be released at the same time. See [DCP-X-038](#).

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11.0 DOCUMENT CANCELLATION

To request cancellation of a document, complete [D-WK 83-1](#), Management System Document Cancellation, and submit to the MSO. The MSO will review the request. If any issues exist that prevent cancellation, the MSO will contact the OPR. If no issues prevent cancellation, the request will be processed per [DOP-X-103](#) and the document removed from the Document Library.

12.0 DOCUMENT EXPIRATION & EXPIRATION PROCESS

Based on the requirements of NPR 1440.1, NASA Directives Procedural Requirements, directives expire five years after being approved. For consistency, MSO has adopted the 5-year expiration date on all Management System documents.

Documents expire five years from their approval date. OPRs should be aware of the expiration dates of their documents. Six months prior to a document's expiration date, the MSO will notify the OPR that a document needs to be reviewed and revalidated, revised, or cancelled

12.1 Document Currency & Revalidation

When a document is about to expire, it must be reviewed for accuracy and completeness.

A document may be revalidated if it is accurate, complete, and in the current template. Minor changes are allowed, such as updates to organization codes, phone numbers, and room numbers, etc. The OPR validates that the process elements are true and correct by signing and dating a hardcopy of the document that is kept on file in the MSO.

12.2 Expired Document Process

Six months before a document expires, the MSO will notify the OPR by e-mail. The e-mail will include a Document Action Schedule (DAS) for the OPR to establish a completion schedule and a Word version of the document in the current template for the OPR or assignee to use for updating. In some cases, especially for old documents, a Word version is not available. In those cases, the document must be recreated from a blank template.

The DAS offers the organization the option of revalidating, revising, or cancelling the document. For revalidation criteria, see Section 12.0. To cancel a document, complete and submit [D-WK 83-1](#), Management

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System Document Cancellation. Follow the normal procedure for revising a document.

12.3 Expired Document Reporting

At the end of each month, the MSO prepares two expired document reports. One is a list of all the expired documents and their related data (dates, OPRs, etc.). It is available on the Document Library at <http://xnet.dfrc.nasa.gov/IsoDocs/approved.links/E-Documents.pdf>.

The other report is a condensed version of the report posted on the Document Library and highlights organizations with many expired documents and/or long periods of expired document inactivity. It is sent to Associate Directors and the heads of mission directorates and mission support offices along with the full report posted on the Document Library.

12.4 Expired Documents & Nonconformance Reports (NCR)

Organizations are notified six months before a document expires. An NCR will be issued for each document that reaches its expiration date without being revalidated, revised, or cancelled.

13.0 REDLINING DOCUMENTS & RECORDS

13.1 Redlining Information & Records

When it is necessary to update information on a document or record (e.g., inspection report, test data, various types of reports, calibration data, check sheets, meeting minutes and logs) that is signed, initialed, or stamped as approved, the following redline procedure applies:

1. Draw a single line through the information to be changed. Use ink. Do not use a marker that will obliterate the text. Information being changed must remain legible. Do not use pencil.
2. Print new data in the margin, above the changed data, or on the reverse side of the original document.
3. For clarity, link changes to the information being changed by use of numbers, letters, asterisks, or carets, etc. Use a consistent method throughout the document.
4. An authorized official must approve each change by printing their initials or clearly signing and dating each change. Write initials and signatures clearly to ensure traceability back to the approver.

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13.2 Redlining Management System Documents

When changes to Management System documents are needed to address rapidly changing requirements and cannot be addressed through a document's waiver instructions, the following redline procedure applies:

- A. Hardcopies of documents may be redlined for internal use. Redlined documents may be used for up to 90 days from the date the change(s) were authorized. If not validated within 90 days by a formal document revision, the redlined document expires and the original document remains in effect.
 - 1) Redline changes are initiated by the OPR and authorized for use after the authorizing official has initialed and dated a hardcopy of the document.
 - 2) Methods of change
 - a) Electronic edits: Redline changes must be clearly indicated by using Microsoft Word's track changes function or by striking through the text using the format font command.
 - When using the strikethrough method, insert the changed text to the right of the strikethrough and color or highlight the new text.
 - Never delete the original text.
 - b) Manual edits:
 - Draw a single line through the information to be changed. Information being changed must remain legible.
 - Use ink. Do not use a marker that will obliterate the text. Do not use pencil.
 - Print the new data in the margin, above the changed data, or on the reverse side of the original document.
 - For clarity, link changes to the information being changed by use of numbers, letters, asterisks, or carets, etc.
 - Use a consistent method throughout the document.
- B. Once the redlined changes are authorized, send the document to the MSO within 7 business days for posting on the Document Library. It will be posted with the redline changes visible.
- C. The formal approval process of the redlined document should begin no later than 45 days after the changes were authorized. The redline document will expire at the end of the 90 days and must be replaced

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by a formally revised and approved document. If a revised document is not approved, the redlined document will be treated as an expiring document.

- D. Exceptions to this requirement may be granted by the MSO on a case-by-case basis.

14.0 EXTERNAL DOCUMENT DISTRIBUTION & EXPORT CONTROL

Management System documents are distributed through the Document Library located on the Dryden Xnet. All approved documents are electronically available from the Library in a PDF format. To obtain a document in a text format, contact the Document Coordinator in the Management Systems Office.

14.1 Posting Documents on Public Web Page

When work considerations justify posting a document to the public web site, complete [D-WK 90-1](#), Request to Publish Management System Documents on the Public Web, and submit to the MSO. The ADMS or DM, in consultation with the OPR, will determine whether the document may be posted based on the criteria listed below.

Documents posted to the public web site will have all Dryden hyperlinks and URLs removed.

A. Disallowed Content

Documents posted on the public web site may not contain any of the information listed in 1, 2, or 3 below.

1) Information critical to protecting Agency personnel and assets

- Computer passwords or pass phrases
- Computer network configurations or designs
- Identification of operating systems (vendor, product, and version) used on specific servers
- Internet Protocol addresses
- Telephone numbers for dial-up computer connections
- IT System capabilities (e.g., staffing levels, hours of operation) or limitations
- IT System security plans, risk analyses, system vulnerabilities, procedures, and controls methods

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- Names/telephone numbers that uniquely identify system administrators
 - Physical security information such as key codes and cipher lock combinations or significant badging information, including pictures of NASA badges
 - Internal Center maps, including labeled aerial views
 - Technically detailed schematics or drawings of utilities, networks, airfields, aircraft, buildings
 - Facility information including detailed drawings, schematics, physical locations, staffing levels, hours of operation
 - Specific information on the composition, preparation, storage locations, or optimal use of hazardous materials, explosives, or biotoxins
 - Detailed disaster recovery plans
 - Details on emergency response procedures, evacuation routes, or officials responsible for these issues
 - Personnel locator information as contained in Center or Agency telephone books (e.g., mail stops, building numbers)
 - Personnel locators (i.e., building and room numbers or other information which could be used to determine personnel whereabouts at a given point in time, e.g., calendar information)
 - Information on internal NASA-only or Center-only activities or events (e.g., picnics, symposiums), especially those that specify exact locations
 - Video streaming or still images of locations where physical vulnerabilities might be exposed
- 2) Information protected by law
- National security information (classified information)
 - Personal information prohibited from disclosure by the Privacy Act or FOIA Exemption 6. This information includes, but is not limited to, Social Security numbers, home telephone numbers, home addresses, and medical data
 - Export controlled information
 - Other information determined nonreleasable under FOIA
- 3) Information protected by Government or Agency policy or regulation

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- Information characterized as “Sensitive But Unclassified (SBU)” (per recent NASA policy) or previously designated “For Official Use Only”

B. Allowed Content

The following information may be included in documents posted on the public web page.

- 1) Documents Intended for general dissemination
 - Personnel locator information not covered by Section 14.1A (e.g., email addresses, telephone numbers)
 - Organizational information not covered by Section 14.1A (Privacy Act restrictions)
 - Directions to a Center and related information that meet the legitimate needs of the public wishing to visit our Centers
 - Information intended by the Agency to assist the public in better understanding the Agency’s history, organization, missions, programs, and projects
 - Work-related personal biographies that do not compromise any sensitive aspect of the project with which the individual is associated
- 2) Official Agency information approved for release
 - Information that must be made available electronically to the public per the provisions of the Electronic Freedom of Information Act
 - Official Agency budget information to the level of detail approved for release by the Chief Financial Officer
 - Information developed by the Agency to assist industry in doing business with NASA, including electronic commerce information that does not contain proprietary data or content sensitive information (Section 14.1A) (e.g., Requests for Proposals (RFP) may be published, but offeror responses to RFPs or source selection information may not be published)

14.2 Other Public Distribution

Contact the MSO if you have a need to send a controlled document to a non-Dryden person.

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15.0 DOCUMENT NUMBERING ELEMENTS



* When the document is prepared for approval, reference to *draft* is removed from header.

16.0 DOCUMENTS OF EXTERNAL ORIGIN

External documents are generally created by other Agencies, but may include some NASA generated documents used to perform work.

Each organization must record external documents on their External Documentation Log (form [D-WK 82-1](#)).

Reference external documents for each procedure by listing them in the Informational Documents subsection of Relevant Documents section of the document template.

17.0 MANAGEMENT SYSTEM RECORDS & RETENTION

Official electronic copies of documents are posted on the Document Library. Original document files (including the files incorporated into documents, e.g., graphics, spreadsheets, etc.) are kept on the Management Systems Office server. Other records include

- Organizational Records Series Inventory, [D-WK 89-1](#)
- External Documents Log, [D-WK 82-1](#)
- Tracking tools such as the Document Numbers & Cancels file, etc. These are permanent, but not static. They are updated regularly.

18.0 RELEVANT DOCUMENTS

18.1 Authority Documents

NPD 1280.1 NASA Management System Policy

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18.2 Reference Documents

DCP-X-038	Forms Management: Creating, Revising, and Cancelling
DOP-X-103	Document Preparation & Control
NPR 1450.10	NASA Correspondence Management and Communications Standards and Style

18.3 Forms

DFRC 117-1	Waiver Request and Authorization
D-WK 82-1	External Documentation Log
D-WK 83-1	Document Cancellation Sheet
D-WK 89-1	Organizational Records Series Inventory

19.0 ACRONYMS & DEFINITIONS

19.1 Acronyms

ADMS	Assistant Director for Management Systems
DCP	Dryden Centerwide Procedure
DEI	Dryden Equipment Instruction
DHB	Dryden Handbook (Centerwide & Organizational)
DM	Documentation Manager
DMSM	Dryden Management System Manual
DOC	Dryden Organizational Chapter
DOM	Dryden Organizational Manual
DOP	Dryden Organizational Procedure
DPD	Dryden Policy Directive
DPL	Dryden Plan
DPR	Dryden Procedural Requirement
DST	Dryden Standards (document)
e.g.	The abbreviation of the Latin phrase "exempli gratia. In English, this means "for example".
ELT	Executive Leadership Team
EMSM	Environmental Management System Manual
FOIA	Freedom of Information Act
G	Guidance (document)

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i.e.	The abbreviation of the Latin phrase “id est”. In English, this means “that is”.
IPRP	Interorganizational Process Review Panel
MSO	Management Systems Office
NCR	Nonconformance Report
OFI	Opportunity for Improvement
OPR	Office of Primary Responsibility (often used to refer to the owner/author of a document)
pdf	Portable Document Format
RFP	Request for Proposal
SBU	Sensitive But Unclassified

19.2 Definitions

Revalidate	To confirm the continued accuracy of a document.
Interorganizational Process Review Panel	Comprised of management representatives from all DFRC directorates and offices.
IPRP Review	A review by IPRP members and process stakeholders held to ensure that changes to a procedure are reviewed by those who may be affected.

Document History Log

IPRP review date: 04-08-09

This page is for informational purposes and does not have to be retained with the document.

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		01-08-99		
Revision	A	02-02-99	All	Objectives revised, "Approved by" in signature block changed to "Electronically Approved by", two notes were added and the existing notes were revised, Document Cancellation Sheet Form number corrected.
Revision	B	03-17-99	All	Note 1 revised, added DHB and DOP to DCP-X-007, and reformatted the note to make changes fit. Modified this Document History Page.
Revision	C	03-26-99	All	Modified Note 1, 2 and 4, changed "Documentation Manager" to "Documentation Administrator", modified third block of "Document Author/Owner" and first block of "Documentation Administrator". Moved responsibility for informing potential users of canceled document(s) from "Document Author/Owner" to "Documentation Administrator".
Revision	D	05-28-99	All	Title change from "Document Control" to "Dryden Management System Document Control", added reference to DCP-F-611 to Note 1, modified block 2 of "Documentation Administrator" and block 4 of "Document Author/Owner".
Revision	E	07-14-99	All	Modified block 4 under Document Author/Owner; Modified Note 1; Modified the last block under Document Administrator.
Revision	F	06-05-02	All	Modified how documents are removed from the system after cancellation.
Admin change	F	11-04-02	1	Corrected inaccurate reference to DCP-X-103 to read DOP-X-103.
Revision	G	10-27-06	All	<ul style="list-style-type: none"> • Extensive rewrite. Combined DCP-X-007 and DCP-X-011 into one document as DCP-X-007, with changed title • Updated flowcharts and text to reflect current processes
Revision	H	05-07-07	All	<ul style="list-style-type: none"> • Reorganized sequence of sections • Section 7.2: Modified second bullet to specify using Word version of a document when revising a document or the template if a Word version is not available • Added text concerning OPR responsibilities toward expiring documents • Added Section 12.0, Redlining Documents & Records • Added Section 11.2, Forms Associated with Documents • Changed title from Documentation Procedure: Create, Revise, Cancel to current title • Minor editorial changes
Revision	I	08-21-09	All	<ul style="list-style-type: none"> • Updated form numbers • Updated & reorganized document format • Updated Sections 3.0, 5.0, 9.0, 11.0 • Rebuilt flowcharts in Sections 7.0 and 8.0 • Deleted document cancellation flowchart

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Status Change	Document Revision	Effective Date	Page	Description of Change
Admin Change	I-1	08-31-09	6	<ul style="list-style-type: none"> Added new Section 6.0, Document Types & Definitions. No change in procedure.
Revision	J	11-09-09		<ul style="list-style-type: none"> Page 17, Added Section 12.4, Expired Documents & Nonconformance Reports (NCR) Section 7.2.1, added 'Chapter documents (DOC) use "This document may be distributed outside of Dryden" '. Deleted duplicate entry in Doc History Log
Admin Change	J-1	11-13-09	All	<ul style="list-style-type: none"> Changed Interorganizational Process Panel (IPP) to Interorganizational Process Review Panel (IPRP)
				<ul style="list-style-type: none">

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