# DEC
# STANDARD
# 001 SEC. 0
# REV. K

# DEC STD 001 - MANAGEMENT OF TECHNICAL STANDARDS AND RELATED DOCUMENTATION

Document Identifier: A-DS-EL00001-0-0, Rev K
07 April 1983

ABSTRACT: This document establishes the policy for the management and administration of Digital technical standards and related documents for Engineering, Manufacturing, and other organizations.

It defines the general organizational responsibilities for handling and managing review, validation, and administration of these documents.

APPLICABILITY: These procedures are mandatory for documents controlled under the EL document class of DEC STD 012. They are guidelines for other cross-product or cross-organizational internal technical documents.

STATUS: APPROVED; RE-APPROVAL REQUIRED BY 30-APR-84

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TITLE: DEC STD 001 - MANAGEMENT OF TECHNICAL STANDARDS AND RELATED DOCUMENTATION

DOCUMENT IDENTIFIER: A-DS-EL00001-00-0 Rev K 07-Apr-83

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Document Management Group: Standards Administration Documentation (TDA)
Responsible Department: Standards and Methods Control
Responsible Individual: Joe Kurta
Authors: Joe Kurta, Don Mehaffey, Jack Downing

ACCEPTANCE: This document has been approved by the Engineering Committee. It requires document management groups to be identified and registered in Section 1 of this document and to define their requirements for management and administration of their specific category of information.

Secretary Engineering Committee

Requests for changes should be directed to Joe Kurta, Standards and Methods Control, ML03-2/E56, DTN: 223-8895.

Copies of this document can be requested from Standards and Methods Control, ML03-2/E56, DTN: 223-9475.

## DEC STD 001 - MANAGEMENT OF TECHNICAL STANDARDS AND RELATED DOCUMENTATION

## TABLE OF CONTENTS/REVISION STATUS

| Subhead | Title | Revision | Page |
|---|---|---|---|
| | Title Page | 7-Apr-83 | 1 |
| | Document Management Information | 7-Apr-83 | 2 |
| | Table of Contents/Revision Status | 7-Apr-83 | 3 |
| 1 | INTRODUCTION | 7-Apr-83 | 4 |
| 1.1 | PURPOSE | 7-Apr-83 | 4 |
| 1.2 | SCOPE | 7-Apr-83 | 4 |
| 1.3 | RESPONSIBILITIES | 7-Apr-83 | 4 |
| 2 | GENERAL REQUIREMENTS FOR DOCUMENT MANAGEMENT | 7-Apr-83 | 5 |
| 2.1 | DIRECTION | 7-Apr-83 | 5 |
| 2.2 | VALIDATION | 7-Apr-83 | 5 |
| 2.2.1 | Review and Approval Levels | 7-Apr-83 | 6 |
| 2.2.2 | Ownership | 7-Apr-83 | 6 |
| 2.3 | ADMINISTRATION | 7-Apr-83 | 6 |
| 2.3.1 | Document Preparation | 7-Apr-83 | 7 |
| 2.3.2 | Information Location and Retrieval | 7-Apr-83 | 7 |
| 2.3.3 | Administrative Control and Distribution | 7-Apr-83 | 7 |
| 3 | DOCUMENT MANAGEMENT INFORMATION REQUIREMENTS | 7-Apr-83 | 8 |
| | REFERENCED DOCUMENTS | 7-Apr-83 | 9 |

SECTION 1 - GUIDELINES FOR DOCUMENT MANAGEMENT

This separate section has its own Table of Contents/Revision Status.

# 1 INTRODUCTION

Digital Equipment Corporation documents policy statements, guidelines, standard procedures, and other forms of technical documentation when necessary for consistent application among organizations. Some of the documents that relate to the technical aspects of engineering and manufacturing have been generally classified as "DEC Stds", and managed and administered by a few central organizations.

With the de-centralization of many organizations in 1981 and 1982, it has become necessary to redefine how to manage and administer cross-organization and cross-product information.

## 1.1 PURPOSE

This document establishes Digital's policies for Digital Standards, and defines the essential management elements of the Digital Standards System.

The purpose of every document should be to increase long term profit (or decrease total cost) for Digital Equipment Corporation as a whole (not a particular group at the expense of other groups), consistent with the regulations and laws of external agencies.

## 1.2 SCOPE

The Digital Standards System applies to internal technical standards for Engineering, Manufacturing, Customer Services, and other organizations. It includes documentation of the technical aspects of cross-product processes, operating procedures, and methods that are required to implement and conform to such standards on a continuing basis.

The Digital Standards System does not include the documentation required to produce specific products; that information belongs in the Engineering Documentation System. It does not include documentation of processes and procedures that are unique to a specific facility or plant.

## 1.3 RESPONSIBILITIES

Technical information that is intended for use by multiple internal Digital organizations shall be assigned by the originator to a management group consistent with its subject area and prospective user community. This assignment is subject to the review and approval of the Standards and Methods Control manager and representative of the management group.

Section 1 identifies the information category, appropriate organization and individual responsible for management of Standards and other documents in that category. Originators of new documents or updates of existing documents shall coordinate their activity with these people.

See Section 1 for complete lists of Standards Management groups and technical categories for each group. The document management group responsible for each major classification is listed with the name of a key person to contact. The lists are maintained by Standards and Methods Control.

The Engineering Committee [illegible] document management and [illegible] for any standards activity which in the opinion of the Standards and Methods Control manager does not currently belong to one of the document management groups listed in Section 1.

## 2 GENERAL REQUIREMENTS FOR DOCUMENT MANAGEMENT

Document management groups shall:

a. Provide direction

b. Establish validation

c. [illegible] implementation requirements for [illegible] update [illegible]

### 2.1 DIRECTION

The document management group shall [illegible] the need for [illegible], determine the degree of cross-organizational involvement, and verify that the appropriate level of technical expertise is used to develop the proposed document or changes to existing documents.

### 2.2 VALIDATION

The document management group shall specify the Standard review process, designate the approval body, and assign ownership responsibility for ongoing maintenance of the document after initial approval.

### 2.2.1 Review and Approval Levels

The document management group shall review the document and determine the appropriate level of group, organization, or individual participation in the development and technical review process for the scope of the document.

If the subject of the document crosses the boundaries of a particular review group's expertise, both or all groups involved shall approve the document.

In cases internal to Digital, a document shall be developed and reviewed by the groups that provide something and the groups that use that same thing. If the document involves an outside agency or vendor, it need only be developed and reviewed by the Digital group doing business with that outside agency or vendor.

When multiple hardware and software engineering disciplines are responsible for implementation of a document's requirements, representatives from these organizations must be directly involved in the development and review process.

a. The software standard development and review process is described in the Software Development Policies and Procedures Manual.

b. The technical standards development and review process is described in the Standards and Methods Control Procedures Manual.

### 2.2.2 Ownership

The organization responsible for a document shall identify a person responsible for answering questions about the technical content. After initial document approval, that organization shall keep the document current by periodic audits, and initiate any required changes. The ownership assignment is usually based upon the organization's primary function, available resources, and commitment to maintain the document.

## 2.3 ADMINISTRATION

Document management shall specify the required document preparation and production criteria for its information. It shall also define how the document is to be released and maintained, and how printing and distribution will be handled.

# MGMT. OF TECH. STDS. & RELATED DOC.

### 2.3.1 Document Preparation

Specific formats have been adopted for software standards. They are described in the Software Development Policies and Procedures Manual. For those not defined elsewhere, the format described in the Standards and Methods Control Procedures Manual shall be used.

### 2.3.2 Information Location and Retrieval

Standards management shall ensure that documents are accessible to individuals and organizations. Users must know what documents pertain to their work, the current status of these documents, and how to obtain them.

Currently, the EL & 7665 Class Documents Index is distributed in hard copy to provide this information.

### 2.3.3 Administrative Control and Distribution

The administrative control and distribution rules for a document must be specified by the document management group. The group must define the requirements for release and change control, periodic re-affirmation, obsoleting, or retiring documents. The group must also specify whether the document is to be:

a. Distributed to persons or organizations outside the employ of Digital, with appropriate copyright protection.

b. Limited to general distribution within Digital ("For Internal Use Only").

c. Limited to Digital personnel specified on a controlled distribution list.

d. Restricted to key personnel, with maximum security precautions ("Restricted Distribution").

The document management groups must also define the process for release of their documentation to vendors or customers when this is not a normal practice.

More detailed procedures for handling Digital Standards are documented in the Standards and Methods Control Procedures Manual.

## 3 DOCUMENT MANAGEMENT INFORMATION REQUIREMENTS

To effectively record administrative decisions of the document management groups, some basic information is required for each document. The information may be incorporated within the document or attached as front matter. Pages 1 and 2 of this document are exhibits that show the minimum information required as front matter for documents submitted to Standards and Methods Control.

If reference is made to other documents, those documents shall be listed on the Referenced Documents page. This page shall be attached as back matter, as shown in this document, if not included in the body of the document.

## REFERENCED DOCUMENTS

| | |
|---|---|
| EL-SM001-00 | Standards and Methods Control Procedures Manual |
| EL-INDEX-00 | EL and 7665 Index - Index and Abstracts Section 0 - Document Listings |
| EL-INDEX-01 | Section 1 - Information Locator |
| EL-INDEX-02 | Section 2 - Current Status Of Digital Standards System Activity |
| EL-INDEX-03 (proposed) | Section 3 - Documents Listed By Standards Management and Responsible Owners |
| EL-INDEX-04 (proposed) | Section 4 - Obsolete Documents List |

Copies of the above documents are available from Digital Standards Administration, MLO3-2/E56, DTN: 223-9475.

Software Development Policies and Procedures Manual

Copies of the above manual are available from Gladys Pannell, Software Technical Office, MLO12-3/E80, DTN: 223-6720.

# DEC STANDARD 001 SEC. 1 REV. K

# GUIDELINES FOR DOCUMENT MANAGEMENT

Document Identifier: A-DS-EL00001-01-0, Rev K, 07-Apr-83

ABSTRACT: This document lists the approved document information categories, document management groups, and corresponding organizational responsibilities for handling and managing review, validation, and administration of these internal technical documents.

APPLICABILITY: These are guidelines for implementing the requirements of EL-00001-00, Management of Technical Standards and Related Documentation. Actual processes to be used are decided on a document-to-document basis.

STATUS: REPLACES DEC STD 001-1, REV J Dated 27-Sep-81
Contact Standards and Methods Control for current status.

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TITLE: GUIDELINES FOR DOCUMENTATION MANAGEMENT

DOCUMENT IDENTIFIER: A-DS-EL00001-01-0, Rev K, 07-Apr-83

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Rev K 07-Apr-83 ECC# ML008

Document Management Group : Standards Administration (TDA)
Responsible Department: Standards and Methods Control
Responsible Individual: Joe Kurta

ACCEPTANCE: This document has been approved by the Manager of Standards and Methods Control as an administrative implementation of EL-00001-00, DEC STD 001-0: Management of Technical Standards and Related Documentation.

Joseph M Kurta
Standards and Methods Control Manager

Requests for changes should be directed to: Joe Kurta, Standards and Methods Control, ML03-2/E56, DTN: 223-8895
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## TABLE OF CONTENTS/REVISION STATUS

| Subhead | Title | Revision | Page |
|---|---|---|---|
| | Title Page | 7-Apr-83 | 1-1 |
| | Document Management Page | 7-Apr-83 | 1-2 |
| | Table of Contents/ Revision Status | 7-Apr-83 | 1-3 |
| 1 | INTRODUCTION | 7-Apr-83 | 1-4 |
| 1.1 | PURPOSE | 7-Apr-83 | 1-4 |
| 1.2 | SCOPE | 7-Apr-83 | 1-4 |
| 1.3 | DEFINITIONS | 7-Apr-83 | 1-4 |
| 1.3.1 | Document Management Groups | 7-Apr-83 | 1-4 |
| 1.3.2 | Document Management Group Contacts | 7-Apr-83 | 1-4 |
| 2 | REVIEW AND APPROVAL | 7-Apr-83 | 1-5 |
| 2.1 | GENERAL POLICY | 7-Apr-83 | 1-5 |
| 2.2 | DOCUMENT MANAGEMENT GROUP CONTACTS | 7-Apr-83 | 1-6 |
| 2.3 | PROCESS | 7-Apr-83 | 1-7 |
| 3 | KEEPING DOCUMENTS CURRENT | 7-Apr-83 | 1-12 |
| | REFERENCED STANDARDS AND DOCUMENTS | 7-Apr-83 | 1-13 |

## LIST OF TABLES

| Table | Title | Revision | Page |
|---|---|---|---|
| 1-1 | Hardware Design Development (HXXX) Document Management Groups and Contacts | 7-Apr-83 | 1-8 |
| 1-2 | Manufacturing Group Processes (MXXX) Document Management Groups and Contacts | 7-Apr-83 | 1-9 |
| 1-3 | Systems and Architecture (SXXX) Document Management Groups and Contacts | 7-Apr-83 | 1-10 |
| 1-4 | Technical Information Management Processes Document Management Groups and Contacts | 7-Apr-83 | 1-11 |

# 1 INTRODUCTION

## 1.1 PURPOSE

The purpose of this document is to record the known process for determining the correct review and approval of documents to be placed under Standards and Methods control.

This process applies to most documents and it provides document developers with a predictable process for getting a particular document properly reviewed, approved, released, and distributed.

## 1.2 SCOPE

This document lists the document management groups and the current contact for each group. These terms are defined and the process used to identify document review and approval requirements is described.

## 1.3 DEFINITIONS

### 1.3.1 Document Management Groups

The technical standards and related documentation covered by DEC STD 001 are divided into four major groups. These are:

Hardware Design Development
Manufacturing Group Processes
Systems and Architecture
Technical Information Management Processes

A variety of specific technical information categories exists within each of these major groups. Refer to Tables 1-1 through 1-4.

### 1.3.2 Document Management Group Contact

The group contact is either the recognized subject expert or focal point for answering general questions on the technical content of documents in the category (not answerable by persons responsible for individual documents). This focal point can be the representative of a committee or permanent task force and can act as a gateway to the appropriate organizational representatives involved with that document or subject area.

This contact may also be an individual with charter responsibility for working on a particular document or group of related documents. The document management group contact has the responsibility for answering questions on interpretation of the documents that exist along with the document responsible individuals or referring questions to more appropriate contacts, based on the specific details involved.

The document management group contact has the responsibility for providing guidance to both originators and SMC about the technical validity of requested changes or need for new documents. Part of this reponsibility is to be the owner of the review and approval lists for the subject area.

When designated by management group representatives, the document management group contact may be the only approval required for certain kinds of documents in their category.

## 2 REVIEW AND APPROVAL

Each document that is subject to the requirements of DEC STD 001 will be validated, reviewed, and approved using the following established guidelines before being considered approved, released, and under change control.

These guidelines apply to both newly created documents and changes to released documents.

### 2.1 GENERAL POLICY

It is the general policy that anyone who has responsibility for implementing or following the requirements of a document should participate in the review and approval of that document. In reality, however, the ability of an originator to determine who these people are at any one point in time and hope they do not change during the development of a document becomes a monumental ,if not impossible task to manage.

To manage this situation, Standards and Methods Control assigns documents into subject categories and then selects the review and approval process appropriate with the level of formality deemed necessary by management for those subject areas. This results in the most productive and workable method for achieving sponsorship, participation, and buy-in to the process.

## 2.2 DOCUMENT MANAGEMENT GROUP CONTACTS

The review and approval process requires getting the individuals involved who are either recognized subject experts and/or have responsibility for implementation or working with the technical content of the subject information for the corporation or specific Group level to which they belong.

To facilitate the review and approval process for documents, Standards and Methods Control catalogs lists of individuals who are the focal point for:

a. Specific documents, such as responsible individuals

b. Technical areas within a subject Management Group

c. Information on the Management Group.

Currently, Standards and Methods Control maintains lists of responsible individuals for many specific documents, and groups of documents.

Tables 1-1 through 1-4 list the known group contacts for each of the four major document groups and the subordinate technical information categories within each group.

The on-going task of Standards and Methods Control is to complete the lists, where group contacts have not yet been identified, and maintain the lists as personnel and organizations change.

In addition, SMC has the task of working with each group contact and the group management representatives, to establish and maintain correct review and approval lists for each category. Descriptions of these tasks are provided in EL-00001-XX, Additions Planned For EL-00001-01.

# GUIDELINES FOR DOCUMENT MGMT.

## 2.3 PROCESS

To identify the requirements for review and approval of a document, proceed as follows:

1. Determine the document management group that best fits the technical subject, user area of responsibility, and applicability.
2. Discuss the proposed document with the group contact listed in Table 1-1, 1-2, 1-3, or 1-4 for the category you have determined. The discussion should confirm that:
   a. Your choice of document management group is correct,
   b. There is a valid need for the document,
   c. The impact of the document on other documents has been considered,
   d. Specific requirements can be implemented
   e. Correct review and approval lists are specified
3. If the appropriate group contact cannot be identified, then contact the document management group representatives or the Standards and Methods Control manager for the same discussion.

The document originator then proceeds with document development, working with the specified reviewers, to get the document ready for approval, sign-off, and release. The document development process used by Standards and Methods Control is described in EL-SM001-00, Standards and Methods Control (SMC) Procedures Manual. Other methods are satisfactory if the finished document meets the requirements of DEC STD 001-0.

4. When the document is ready for final review and approval, the originator submits the document to Standards and Methods Control for processing. Standards and Methods Control works with the originator, the document management group representative, and the group contact to meet the final review and approval requirements.
5. Standards and Methods Control prepares the document for approval and sign-off. This includes final document QC, checks for conformance with review and approval requirements, and preparation for printing, filming, and on-line distribution.

The originator's responsibility is fulfilled when the approval signature is obtained. All other processes are performed by Standards and Methods Control.

Table 1-1. Hardware Design Development (HXXX) Document Management Groups and Contacts

| Management Category | Code | Group Contact |
|---|---|---|
| HARDWARE DESIGN DEVELOPMENT | HXXX | |
| CUSTOMER SERVICES MAINTENANCE AND INSTALLATION | HC | Ann Bostwick |
| Customer Installability | HCC | Betsy Comstock |
| CS Installation/Maintenance | HCS | John Tohline |
| ELECTRO-MECHANICAL TECHNOLOGY | HE | Walt Hanstein |
| Industrial Packaging | HES | Larry Nielsen |
| Mechanical CAD/CAM Methods and Tools | HEC | Dick Anderson |
| Materials/Finishes | HEF | Joe Skillings |
| Industrial Design | HEI | Paul Benigni |
| Mechanical Technology | HEM | Frank Grimaldi |
| Power Distribution and Control | HEP | Frank Loya |
| INTERCONNECT TECHNOLOGY | HI | Dave Thorpe |
| Advanced Interconnect (Hybrid,etc.) | HIA | Joe Welch |
| Board,Module,and Backplane | HIB | Bernie MacDonald |
| Multiwire | HIBM | |
| Wirewrap | HIBW | Jerry Benjamin |
| Wire Ink | HIBI | Allan Vigue |
| Cable and Harness | HIC | |
| Interconnect CAD/CAM Methods and Tools | HIK | Bill Wehring |
| Signal Integrity | HIS | Don Marshall |
| Advanced Test Technology | HIT | Dick Albright |
| REGULATORY COMPLIANCE | HR | Dick Amann |
| International Regulations | HRI | Dick Amann |
| EMC Programs | HRM | Peter Boers |
| Product Safety | HRS | Carlton Davenport |
| Telecommunications | HRT | Rangit Singh |
| LSI/VLSI SEMICONDUCTOR TECHNOLOGY | HS | Steve Teicher |
| DESIGN AND QUALIFICATION TESTING | HT | Bruce Smith |
| Diagnostics | HTD | Mike Densmore |
| Reliability Testing | HTR | Virginia Moody |
| System Parameter Test | HTS | John Larkin |
| EXTERNAL TECHNOLOGY | HX | Henry Crouse |
| Components | HXC | Jack DelBrocco |

Table 1-2. Manufacturing Group Processes (MXXX) Document Management Groups and Contacts

| Management Category | Code | Group Contact |
|---|---|---|
| ASSEMBLY | MA | George Meade |
| Backplane and Wirewrap | MAB | Jerry Benjamin |
| Cable and Harness | MAC | Mike Brennan |
| Systems | MAI | John Souza |
| Modules | MAM | Steve Spaulding |
| Subassembly | MAS | Debbie Kimball |
| BOARD MANUFACTURE | MB | Larry Shiverdecker |
| COMPONENT HANDLING AND TEST | MC | Jack DelBrocco |
| Test Methods | MCT | |
| QUALITY PROGRAM MANAGEMENT | MQ | Norm Fellows |
| Workmanship | MQW | Jim Travers |
| TEST | MT | |
| Test Equipment Maint./Calibration | MTC | |

Table 1-3. Systems and Architecture (SXXX) Document Management Groups and Contacts

| Management Category | Code | Group Contact |
|---|---|---|
| SYSTEMS AND ARCHITECTURE | SXXX | Gary Robinson |
| SARA CROSS-ARCHITECTURAL | SA | Alex Conn |
| BUSINESS AND OFFICE SYSTEMS ENGINEERING | SB | |
| Office Automation | SBO | Bob Travis |
| Application Control Management Systems (ACMS) | SBA | Leo Laverdue |
| VAX Information Architecture (VIA) | SBI | Roger Willis |
| Terminal Data Management Systems (TDMS) | SBT | Roger Willis |
| HARDWARE ARCHITECTURE | SH | |
| PDP-11 Hardware Architecture | SHP | John Morse |
| VAX System Architecture and Interconnect | SHV | Bill Strecker |
| LANGUAGES | SL | Ron Brender |
| MASS STORAGE | SM | |
| Mass Storage Subsystems | SMS | Barry Rubinson |
| DISTRIBUTED SYSTEMS | SN | |
| Digital Network Architecture | SNA | Tony Lauck |
| Distributed Computing | SND | Fred Engel |
| OPERATING SYSTEMS | SO | |
| Data Management (RMS) | SOD | Ron Schaefer |
| RSTS | SOS | Paul Koning |
| RT-11 | SOT | Jim Williams |
| Micropower/PASCAL | SOU | Jim Scott |
| VMS | SOV | Dick Hustvedt |
| DEC 10/20, including hardware | SOW | Judy Hall |
| RSX | SOX | Brian McCarthy |
| TERMINALS | ST | |
| Terminal Interface Architecture | STI | Ram Sudama |
| Professional (CT) | STP | Bob Bellman |
| Software Terminal Architecture | STS | Jim Kapadia |
| VAX Workstations | STV | Larry Samberg |
| Terminals and Workstations | STW | Mickey Smith |

Table 1-4. Technical Information Management Processes (TXXX)
Document Management Groups and Contacts

| Management Category | Code | Group Contact |
|---|---|---|
| DESIGN PROCESS ADMIN/MEASUREMENT | TA | Pete Straka |
| Design Process Metrics | TAD | Marty Schmidt |
| Unit Charge | TAU | Carole Fiorentino |
| TECHNICAL DOCUMENTATION | TD | |
| Standards Administration Documentation | TDA | Joe Kurtz |
| Engineering Design/Documentation Methods | TDE | |
| Educational Courseware/Hardware Manuals | TDH | Joe Cantini |
| Software Manuals | TDS | Hank Moran |
| Manufacturing Documentation | TDM | Joe Kurtz |
| Cross Documentation Vocabulary and Practices | TDV | |
| COMPUTER OPERATIONS | TK | Bob Ashton |
| Capital Administration | TKC | Barbara Donahue |
| Computer Center Operations | TKO | John Donahue |
| Space Planning | TKP | Gregg Bacon |
| PRODUCT AND PROJECT MGT PROCESSES | TP | |
| Product Compliance Management | TPC | Dick Amann |
| Product Waiver | TPCW | Carlton Davenport |
| Product Export Licensing | TPCE | John LeProux |
| Product Announcement and Pricing | TPP | Bill Bazemore |
| Product Management Process Requirements | TPR | Charlie Picariello |
| PRODUCT DESCRIPTIVE SYSTEMS | TS | Eric Erickson |
| Part and Document Identification | TSP | Bill Buck |
| Revision Management | TSR | Bill Feigin |
| DESIGN INFORMATION TRANSFER | TT | Pete Straka |
| ECO (Engineering Change Orders) | TTE | |
| Micrographics | TTM | Bob Marshall |
| Engineering-Manufacturing Release | TTR | Dave Spengler |

## 3 KEEPING DOCUMENTS CURRENT

Every document will require that a statement appear on its title page in the status paragraph to define when re-approval of that document is required. The statement will have the following format:

STATUS: APPROVED; RE-APPROVAL REQUIRED BY DD-MMM-YY

where DD-MMM-YY is the date of the next required approval.

The basic requirement for re-approval will depend on the level formality and applicability of the document.

Documents labeled as DEC Standards, and which contain mandatory policy or requirements must be reviewed by the responsible individual and approval group to gain re-approval. The approval group review can be accomplished either by sending the document out for review or by the originator requesting in a memo that any objections for re-approval by identified by a certain date; otherwise re-approval will be granted.

Documents that are not standards and are informal in nature simply require the responsible individual to review and confirm that the technical content of the document is current.

The SMC Manager can approve correction of the names of individuals, organizational titles, and telephone numbers with concurrence of the responsible person for the document without a formal review and approval process.

All changes to existing documents require an ECO that documents the problem and correction, regardless of complexity or signatory level required.

## REFERENCED STANDARDS AND DOCUMENTS

| | |
|---|---|
| EL-00001-00 | DEC STD 001-0: Management of Technical Standards and Related Documentation |
| EL-SM001-00 | Standards and Methods Control (SMC) Procedures Manual |
| EL-00001-XX | Additions Planned For EL-00001-01 |

Copies of these documents can be obtained from Standards and Methods Control, ML03-2/E56, DTN: 223-9475.

# DEC
# STANDARD
# 001 SEC. 2
# REV. J

INACTIVATED

[illegible]

ECO No: [illegible]

ENGINEERING [illegible]

Orig.: Joe Kurta Sheet: 1 of 1

Phone: 223-6895 Date: [illegible] Date Submitted: [illegible]

Loc.: ML03-2 MS: [illegible]

Cost Center No.: 390 Final Issue: [illegible]

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Where Used: N/A

Documentation Affected: A-DD-EL00001-0[illegible], Digital Standards System - Format and Style Requirements

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PROBLEM Inactivate. Refer to A-MN-ELSM001-00-0, Standards and Methods Control (SMC) Procedures Manual

CORRECTION Replaced by A-MN-ELSM001-00-0

BREAK-IN/
EFFECTIVITY Upon approval of Engineering Committee.

QUICK CHECK N/A

TEST N/A

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| APPROVAL NAMES | | C/C | Phone No.<br>DTN-Ext. | Date<br>dd-mmm-yy |
|---|---|---|---|---|
| Eng. Comm.: | R. Best | 307 | 223-2273 | 07-Apr-83 |
| Engineering: | Joseph L. Kurta<br>J. Kurta | 390 | 223-6895 | 07-Apr-83 |
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Charge Number: 9804295 W.O. No. 204751 Class: STE

[illegible]

ENGINEERING [illegible]

CONTINUATION SHEET Sheet [illegible]

ITEM PART NUMBER [illegible] CUR. NEW
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1 [illegible]

DESCRIPTION: [illegible]