

# EP-DIR-AP-10001, Rev. 4

## ADEP DOCUMENT CONTROL

Effective Date: 9/15/2011

Next Review Date: 9/15/2014

Procedure Owner: Gail Toddings	Signature: Signature on File	Date: 9/14/2011
-----------------------------------	---------------------------------	--------------------

**HISTORY OF REVISIONS**

Document No./Revision No.	Issue Date	Action	Description
EP-DIR-AP-10001, Rev 4	9/15/11	Major Revision	<ul style="list-style-type: none"> <li>• Added ADEP to document title</li> <li>• Changed document template</li> <li>• Updated other definitions</li> <li>• Added 5., Responsibilities Section</li> <li>• Updated Sec. 6.1, Processing Controlled Documents</li> <li>• Revised Sec. 6.3, Controlled Copy Distribution Section</li> <li>• Updated Sec. 6.5, Document Periodic Review Notification</li> <li>• Added Sec 7., Records Processing</li> </ul>
EP-DIR-AP-10001, R.3	6/6/11	Major Revision	<ul style="list-style-type: none"> <li>• Document updated to reflect change from Domino to new SharePoint ® Document Control System.</li> <li>• Changed requirement to use the Quality Verification Checklist as required to “use as necessary.”</li> <li>• Removed explanation of how to perform Immediate Procedure Changes (IPC).</li> <li>• Updated Document Action Request (DAR) to include DUSA reviews.</li> </ul>
EP-DIR-AP-1001, R2	2/15/11	Major Revision	<ul style="list-style-type: none"> <li>• Remove reference to Training Documents in Section 4.2.5 on page 6.</li> </ul>
EP-DIR-AP-10001, R.1 IPC-1	12/16/10	Immediate Procedure Change	<ul style="list-style-type: none"> <li>• IPC to put DAR back into the document as an attachment rather than a link since the content has changed somewhat from DAR in P315 R.1.</li> </ul>

			<ul style="list-style-type: none"> <li>• Added DC reviewer to DAR form</li> <li>• Modified QVC in order to incorporate process improvements</li> <li>• Rephrased IPC submittal process in section 4.2</li> </ul>
EP-DIR-AP-10001, R.1	12/7/10	Minor Revision	<ul style="list-style-type: none"> <li>• Change 2.2, Precautions to clarify use of "Working Copy."</li> <li>• Change 2.3.18 wording on Working Copy</li> <li>• Added section to DAR and Quality Verification Checklist for superseded documents.</li> </ul>
EP-DIR-AP-10001, R.0	9/21/2010	New Document	<ul style="list-style-type: none"> <li>• Supersedes EP-DIR-SOP-4001, R.5 IPC-1. Changed from Standard Operating Procedure (SOP) to Administrative Procedure (AP) based on Procedure Categories in Rev. 1 of Conduct of Ops Manual, P315.</li> <li>• Removed PCR, incorporated Document Action Request (DAR) form from P315, R1, and updated Verification Checklist per P315, R1.</li> </ul>
EP-DIR-SOP-4001, R.5, IPC-1	5/13/2010	Revision to EP-DIR-SOP-4001, R.5	Changes made to add reference to DCC Contact List on ADEP Website; replaced references to EP Directorate with ADEP. Improved and modified Attachment 2.
EP-DIR-SOP-4001, R.5	11/19/09	Revision to EP-DIR-SOP-4001, R.4	Changes made to reflect current processes for "signature on file" practices for document review and approval and periodic review responsibilities for Document Control Custodians.
EP-DIR-SOP-4001, R.4	5/5/08	Revision to EP-DIR-SOP-4001, R.3	Changes made to clearly identify roles and responsibilities between the Document Owner and The Document Control Custodian.

EP-DIR-SOP-4001, R.3	7/11/07	Revision to EP-DIR-SOR-4001, R.2	Changes made to meet EP QAP requirements.
EP-DIR-SOP-4001, R.2	4/9/07	Revision to EP-DIR-SOR-4001, R.1	Change all EWMO Conduct of Operations Manual references to LANL Conduct of Operations.
EP-DIR-SOP-4001, R.1	3/28/07	Revision to EP-DIR-SOR-4001, R.0	Incorporate ISD 315-1, Conduct of Operations Manual requirements.
EP-DIR-SOP-4001, R.0	2/22/07	Superseded QP-4.5, DIV-AP-0107, AP-WFM-002, and AP-WFM-029.	Incorporate Environmental and Waste Mgmt. Facility Ops (EWMO) & Environmental Remediation Support Services (ERSS) Document Control processes for the EP Directorate.

**TABLE OF CONTENTS**

<u>Section</u>	<u>Page</u>
TITLE PAGE .....	1
HISTORY OF REVISIONS .....	2
TABLE OF CONTENTS .....	3
1. PURPOSE .....	6
2. SCOPE .....	6
3. REFERENCES .....	7
4. DEFINITIONS AND ACRONYMNS .....	7
4.1 Definitions .....	7
4.2 Acronyms .....	9
5. RESPONSIBILITIES .....	10
6. PERFORMANCE .....	11
6.1 Processing Controlled Documents .....	11
6.2 Processing DHF Files .....	13
6.3 Controlled Copy Distribution .....	13
6.4 Using ADEP Controlled Documents .....	14
6.5 Document Periodic Review Notifications .....	14
6.6 Deactivation/Cancellation of Controlled Documents .....	15
7. RECORDS PROCESSING .....	15
8. ATTACHMENTS .....	16

**1. PURPOSE**

The purpose of this procedure is to describe the formal process for controlling and distributing controlled documents within the Environmental Programs Directorate (ADEP) in order to ensure that only the latest revision of documents are available for use in accordance with P1020-2, *LANL Document Control Program*; and EP-DIR-QAP-0001, *Quality Assurance Plan for the Environmental Programs Directorate*; and P315, *Conduct of Operations Manual*. The requirements of this procedure apply to all ADEP documents that are controlled (unless they are specifically exempted by a formal exemption process).

**2. SCOPE**

Documents that specify or prescribe quality requirements or activities affecting quality (e.g., instructions, procedures and engineering design documents) are controlled and distributed to assure that the current version of these documents are being employed. Controlled documents, including revisions to controlled documents, shall be reviewed for adequacy and approved by authorized personnel. The following controls shall be applied to documents and revisions:

- controls for the identification of controlled documents and uncontrolled documents;
- controls for the specified distribution of controlled documents for use at the appropriate location;
- controls to assure adherence to a defined revision/change process;
- controls for the review of the controlled Document History File (DHF) for completeness and the approval prior to distribution; and
- controls to ensure the correct documents are provided for use.

The Responsible Line Manager (RLM) approves and prescribes documents for use.

**2. Scope, (continued)**

Types of EP documents to be controlled including, but not limited to, the following:

- *Plans*
- *Engineering Design Documents*
- *Quality Program Implementing Matrices (QPIMs)*
- *Procedures (e.g., SOPs ,DOPs or APs)*

**3. REFERENCES**

EP-DIR-QAP-0001, *Quality Assurance Plan for the Environmental Programs*

SOP-4007, *Procedure Development*.

Chapter 16 of P315, *Conduct of Operations Manual*

P1020-2, *Laboratory Document Control Program*

EP-DIR-AP-10003, *Records Management Procedure for ADEP Employees*

P204-1, *Controlled Unclassified Information*

*Designated Unclassified Subject Areas (DUSAs) User's Guide*

AP-341-403, *Master Document List*

**4. DEFINITIONS AND ACRONYMS**

**4.1 Definitions**

**Approval Date** — the date of the RLM's signature.

**Cancellation** — a document action used to permanently remove controlled documents from the Document Control System (DCS). Cancelled controlled documents cannot be reactivated.

**Deactivation** — a document action used to temporarily remove controlled documents from further use. Deactivated controlled documents are exempt from periodic reviews, but shall be reviewed using the periodic review process before reactivation, if the normal review date has passed.

#### 4.1 Definitions (continued)

**Controlled Copy Distribution** — the process used to issue controlled copy documents to designated document holders and to ensure that designated document holders who are issued a controlled copy of a document maintain the current, effective revision in their controlled copy holding.

**Controlled Document** — a document, or any part thereof, that is prepared, reviewed, issued, revised, and approved in accordance with established protocol and subject to controlled distribution and to defined change process. ADEP procedures and engineering design documents are issued as controlled documents. Controlled documents and forms are controlled to ensure that correct and current documents are used and referenced.

**Controlled Copy Receipt Acknowledgement Request (CCRAR)** — an acknowledgement process for controlled copies to confirm document holder receipt and update to controlled-document holdings.

**Document Action Request (DAR)** – a form used to document and track the initiation, modification, deactivation, or cancellation of a controlled document.

**Distribution List** — a list that indicates the recipients of a controlled document electronic or hard copy notification.

**Document Control Analyst (DCA)** - designated trained and qualified individuals responsible for overseeing controlled document processing and issuance. Person who manages the document control process.

**Document Identification Number** – unique number that a DCA assigns to controlled documents.

**Document Owner** – the Responsible Line Manager (RLM) or Designee owns and approves controlled documents.

**Document History File (DHF)** — the document and any documentation associated with the review and approval process for any given completed document action.



#### 4.1 Definitions (continued)

**Document Subject Matter Expert (SME)** – any person who is assigned to maintain the adequacy of a document and provide technically and administratively accurate information. The subject matter expert is normally a document user and frequently the document author.

**DUSA** – Designated Unclassified Subject Areas – specifically defined areas of Los Alamos National Laboratory (LANL) work that are in potentially classified subject areas but are known to neither use nor generate classified information, and are, as defined, unclassified.

**Effective Date** — the date that a document is made available for use by the Responsible Line Manager and when the document is required to be fully implemented. The effective date is determined by the Responsible Line Manager or designee and may not precede the approval date or the date that the document is posted.

**Electronic Notification** — an electronic message to training staff and affected personnel that there is a new, revised, deactivated, or cancelled controlled document.

**Master File of Controlled Documents** — the compilation of the native file electronic copies of active controlled documents, maintained by the DCA for ADEP.

/s/ - this symbol is used to indicate that a signature is on file, either via e-mail or by an actual signature.

**Master Document List** – an index that identifies engineering documents and provides information about that document, such as what the document is, where it is located, and if there are any pending changes to the documentation.

#### 4.2 Acronyms

ADEP – Associate Directorate for Environmental Programs

CCRAR - Controlled Copy Receipt Acknowledgement Request

DAR- Document Action Request

DC – Derivative Classifier

DCS – Document Control System

## **4.2 Acronyms (continued)**

DHF – Document History File

DUSA – Designated Unclassified Subject Areas

EP- Environmental Programs

MDL – Master Document List

PDF - Portable Document Format

PR – Periodic Review

RPF – Records Processing Facility

RLM – Responsible Line Manager

SME – Subject Matter Expert

QVC – Quality Verification Checklist

## **5. RESPONSIBILITIES**

### **Document Preparer or Owner/Designee**

- Develops, revises, cancels and deactivates documents in accordance with applicable governing procedures.
- Maintains the adequacy of a document and provides technically and administratively accurate information.
- Performs periodic reviews of assigned documents.
- Submits approved controlled documents and the document history file to ADEP Document Control for issuance in the DCS.
- Notifies a DCA when controlled copy distribution is required for a document.
- Determines whether a revision is major or minor with concurrence from the RLM.

### **Document Control Analyst**

- Monitors the DCS for documents that require periodic review monthly and notifies the RLM.
- Ensures that documents are prepared and revised in accordance with SOP-4007, *Procedure Development*.
- Assigns document numbers for controlled documents.
- Notifies the appropriate users via email when new documents are approved and effective or when the status of a document has changed.

**5. Responsibilities (continued)**

- Submits approved and effective versions of controlled documents to Records Management.
- Reviews submitted document package for completeness.
- Ensures that approved and effective documents are posted electronically in the DCS, and that cancelled documents are removed for use.

**Controlled Copy Holder**

- Completes actions identified in CCRAR to establish and maintain controlled copies of documents as needed to support operations.

**EP Personnel**

- Responsible for ensuring that they are working to the latest approved revision of a document by viewing the document in the DCS or by contacting a DCA.

**6. PERFORMANCE**

**6.1 Processing Controlled Documents**

**NOTE:** ADEP Document Control Analyst (DCA) contacts are available on the ADEP website.

**Document Preparer or Owner/Designee**

For new or revised documents:

- Request a controlled document number from a DCA according to the ADEP Document Numbering Guide. If a revised document replaces or supersedes an existing document, it will be noted on the Document Action Request (DAR) (Attachment 1) and must be included in the revision history for procedures. Note changes to engineering documents on the MDL Action Form.
- If required, retrieve a native file from the DCS.
- Prepare plans and procedures in accordance with SOP-4007, *Procedure Development*. Use the applicable engineering procedure to prepare engineering documents.

## 6.1 Processing Controlled Documents, (continued)

- Contact the DCA to negotiate an effective date for plans and procedures that is late enough to allow processing time such that the document is posted in the controlled document system and distributed by the effective date selected. The effective date of engineering documents is the document date.

**NOTE:** ADEP Document Control recommends that the Owner/Preparer use the Quality Verification Checklist (QVC) to review the content of DHF submittals to ensure quality and reduce rework.

Submit the following to the DCA:

- Completed DAR or MDL change request form per AP-341-403, *Master Document List* for MDL documents;
- An electronic, native file, “Word” version and/or PDF of the final document which includes any forms and attachments, as applicable;
- Final hard copy with original approval signatures or PDF of engineering documents;
- DHF; as required, within three (3) days of posting

**NOTE:** Preparer is responsible for ensuring that the appropriate review, concurrences, and approvals have been obtained before submitting a document to Document Control.

- EP Controlled Document QVC, (Attachment 2), if used, as recommended.

### Document Control Analyst (DCA)

- Upon receipt, review the DHF for completeness, including:
  - original approval signatures;
  - the hard copy version or PDF of the document and any forms that are included; and
  - electronic native file, and an electronic file for the forms, as required.
- Use the EP Controlled QVC, as necessary – Attachment 2.
- If the document is not already in PDF format, convert the native version of the document including forms and attachments to Portable Document Format (PDF).
- Insert training links, as required.

### 6.1 Processing Controlled Documents, (continued)

- Upload the PDF document and enter the document information in the DCS. Enter the metadata for the document.
- When documents are posted in the DCS, set the metadata in the DCS so that an electronic notification is sent to the affected ADEP personnel.

### 6.2 Processing DHF Files

#### Document Control Analyst

- Scan the original cover sheet and DAR form as PDF.
- Insert the scanned DAR and original cover sheet at the beginning of the document. Scan the entire DHF file.
- Upon completion of the DHF file, submit to the Records Processing Facility (RPF) in accordance with EP-DIR-AP-10003, *Records Management Procedure for ADEP Employees*.

### 6.3 Controlled Copy Distribution

#### Document Preparer or Owner/Designee

- Notify DCA via email when a controlled copy of a document is required for a particular site or individual. The requestor will designate a document holder for a particular site. Controlled copies are only issued when a documented request is received.

#### Document Control Analyst

- Initiate controlled copy distribution from the DCS after completion of any document action.

**NOTE:** DCS includes an automated controlled document holder distribution and a Controlled Copy Receipt Acknowledgement Request (CCRAR) with capability via email.

- Monitor and follow up on delinquent document holder acknowledgements.

### 6.3 Controlled Copy Distribution, (continued)

#### Controlled Copy Holder

- Complete actions identified in the controlled copy distribution and follow instructions in the notification for acknowledging receipt and completion.

### 6.4 Using ADEP Controlled Documents

#### EP Personnel

- Obtain electronically controlled documents by accessing the DCS or through a designated controlled copy holder. Printed copies of controlled documents are either working copies or information only copies and must be marked as such. Working copies must be verified to be current against the DCS or a “controlled” copy before use. Information only copies are for reference purposes only and are not to be used to perform work.

**NOTE:** The DCS is located at the following online address:

<http://adep.lanl.gov/epdc/default.aspx>.

- Dispose of cancelled and superseded documents or mark the documents as “Information Only” in the workplace to ensure they are not used to perform work.

### 6.5 Document Periodic Review Notifications

#### Document Control Analyst

- Notify the RLM, Document Owner, and Procedure Development Office of documents coming up for or due for periodic review via a monthly report or email indicating reviews due in 90/60/30 days and reviews overdue or documents currently expired as defined in P315, *Conduct of Operations Manual*.

**NOTE:** The DCS provides view capability for periodic reviews due in 90/60/30 days as well as for expired documents. Document owners are encouraged to utilize these views to monitor periodic review requirements.

- Upon receipt of a Periodic Review Form (PR) form, change the next review date in the DCS.
- Include the PR form in the DHF for submittal to records.

## **6.6 Deactivation/Cancellation of Controlled Documents**

### **Document Preparer or Owner**

- If a controlled document is being deactivated, complete a DAR or an MDL Action Request for the document action and obtain concurrence from the RLM.
- If a controlled document is being cancelled, complete a DAR or an MDL Action Request form the document action and obtain concurrence from the disciplines listed on the previous DAR/MDL.
- Submit the completed DAR or MDL form with DHF to a DCA.

### **Document Control Analyst**

- Review the DAR or MDL Form and DHF to ensure that the document deactivation or cancellation contains approval signatures.
- Update the DCS indicating deactivation or cancellation of the document.
- Set metadata such that an auto notification is sent to the affected ADEP personnel.
- See Section 6.3 for Controlled Copy Distribution.

## **7. RECORDS PROCESSING**

### **Document Control Analyst**

Submit the following documents generated from this procedure to the RPF in accordance with EP-DIR-AP-10003, *Records Management Procedure for ADEP Employees*.

- each revision of controlled documents
- complete DHF
- complete CCRAR.

**7. Records Processing (continued)**

<b>Record Identification</b>	<b>Record Type Determination</b>	<b>Protection/Storage Methods</b>	<b>Processing Instructions</b>
DHF  CCRAR	QA	Records SHALL have a reasonable level of protection to prevent loss and degradation. Records should be maintained in a one-hour fire rated metal file cabinet when not in use until submitted per EP-DIR-AP-10003, <i>Records Management Procedure for ADEP Employees</i>	Submit records per EP-DIR-AP-10003, <i>Records Management Procedure for ADEP Employees</i>

**8. ATTACHMENTS**

Attachment 1, *Document Action Request*

Attachment 2, *Quality Verification Checklist*

[Click here for "Required Read" credit.](#)



<b>Document Action Request</b>			
<b>Section 1 – Originator Request</b>			
Document No.:		Revision No.:	
Title:		Page ____ of ____	
Description of requested action (Attach numbered additional sheets if needed.):			
Originator Name (print):	Z#:	Organization:	Date:
<b>Section 2–Approval for Processing - Responsible Manager</b>			
<input type="checkbox"/> New Document	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Deactivation	<input type="checkbox"/> Perform Concurrent Periodic Review?
	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Cancellation	
Superseded Document(s) and Revision Number:			
<input checked="" type="checkbox"/> Approved		<input type="checkbox"/> Disapproved (return to originator)	
Signature:		Comments:	
Print Name, Title:		Z#:	Date:
<b>Section 3 – Hazard Determination – Responsible Manager</b>			
Hazard Determination: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High/Complex			
Document is authorized to serve as IWD? <input type="checkbox"/> Part I only <input type="checkbox"/> Full IWD <input type="checkbox"/> N/A			
<b>Section 4 – Required Reviews (see P315, Ch 16, Section 16.5.3)</b>			
Discipline:	Name:	Signature:	Date:
Validation Required (SME): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waive			
Comment:			
Scope of Validation: <input type="checkbox"/> Entire Procedure <input type="checkbox"/> Change Only			
Validation Method: <input type="checkbox"/> Walkdown <input type="checkbox"/> Simulation <input type="checkbox"/> Tabletop <input type="checkbox"/> First Time Use			
Training Determination completed?: <input type="checkbox"/> Yes <input type="checkbox"/> N/A			
Completed by:			
USQ/USI Number (if needed):	Signature:	Z#:	Date:
Derivative Classifier: <input type="checkbox"/> Unclassified	Signature:	Z#:	Date:
<input type="checkbox"/> OOU <input type="checkbox"/> UCNI <input type="checkbox"/> Classified			
<input type="checkbox"/> DUSA	Signature	Z#	Date
DUSA #			
<b>Section 5– Final Approvals – Responsible Manager</b>			
<input type="checkbox"/> Release	Details:		
<input type="checkbox"/> Hold			
Responsible Manager Signature:	Print Name, Title:	Z#:	Date:
Additional Approval Signature:	Print Name, Title:	Z#:	Date:

<b>DAR Continuation</b>			
Document No.:		Revision No.:	
Title:		Page ____ of ____	
<b>Description of Requested Action (continued from Section 1)</b>			
<b>Approval/Disapproval Comments (continued from Section 2)</b>			
<b>Required Reviews (continued from Section 4)</b>			
Discipline:	Name:	Signature:	Date:
<b>Validation Comments (continued from Section 4)</b>			
<b>Release/Hold Details (continued from Section 5)</b>			

**ATTACHMENT 2**  
**Quality Verification Checklist**

ATTACHMENT 2: EP DOCUMENT CONTROL — QUALITY VERIFICATION CHECKLIST		
Document No.: _____		Revision No.: _____
Title: _____		
Responsible Organization	Verified by Doc Control	(All rows must be completed or marked "N/A")
<b>EP Documents</b> <input type="checkbox"/> N/A <input type="checkbox"/> New Document <input type="checkbox"/> Major Revision <input type="checkbox"/> Minor Revision <input type="checkbox"/> IPC		
<input type="checkbox"/>	<input type="checkbox"/>	Ensure DAR/IPC form is the current revision.
<input type="checkbox"/>	<input type="checkbox"/>	If document is superseded, indicate document number and name on Document Action Request (DAR).
<input type="checkbox"/>	<input type="checkbox"/>	Processing Approval signature and date are on the DAR/IPC form. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Documented evidence of reviews, concurrences, and signatures required on the DAR/IPC. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Original Approval signature has been obtained. Effective date does not precede approval date. Review date is identified.
<input type="checkbox"/>	<input type="checkbox"/>	Blanks are filled in or marked "N/A." Any corrections are lined through, initialed, and dated.
<input type="checkbox"/>	<input type="checkbox"/>	Verify the accuracy of DAR/IPC form with the cover sheet and headers (i.e., title, document number, revision number, effective date, and page count).
<input type="checkbox"/>	<input type="checkbox"/>	Procedure Validation Checklist is completed, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Procedure Writer's Verification of Written Correctness is completed, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Formality of Operations Procedure Implementation Checklist is completed, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Email the electronic version of the final document to Document Control. [If applicable, a separate electronic file of the final fill-able form(s) to be posted separately is attached.]
<b>CCP Documents</b> <input type="checkbox"/> N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Ensure the DAR form is the current revision.
<input type="checkbox"/>	<input type="checkbox"/>	Processing Approval signature and date are on the DAR/IPC form. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Documented evidence of reviews, concurrences, and signatures required on the DAR/IPC. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Original Approval signatures and dates are on the DAR form.
<input type="checkbox"/>	<input type="checkbox"/>	Blanks are filled in or marked "N/A." Any corrections are lined through, initialed, and dated.
<input type="checkbox"/>	<input type="checkbox"/>	Email the electronic version, if applicable, to Document Control. (Document may also be obtained from the LANL Pending file.)
<b>Standing Orders (new/superseded/cancellation)</b> <input type="checkbox"/> N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Original Approval signature and date are included. (new/superseded/cancellation)
<input type="checkbox"/>	<input type="checkbox"/>	Original Unreviewed Safety Question (USQ) Review signature is included.
<input type="checkbox"/>	<input type="checkbox"/>	Original Derivative Classifier Review signature is included.
<input type="checkbox"/>	<input type="checkbox"/>	Email the electronic version of the final document to Document Control. [If applicable, a separate electronic file of the final fillable form(s) to be posted separately is attached.] (new/superseded only)
<b>Cancellations</b> <input type="checkbox"/> N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Ensure DAR form is the current revision.
<input type="checkbox"/>	<input type="checkbox"/>	Processing Approval signature and date are on the DAR/IPC form. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Documented evidence of reviews, concurrences, and signatures required on the DAR/IPC. [if /s/ is used, original signature(s) or email(s) <i>must</i> be included in the document history file].
<input type="checkbox"/>	<input type="checkbox"/>	Original Approval signatures and dates are on the DAR form.
<input type="checkbox"/>	<input type="checkbox"/>	Blanks are filled in or marked "N/A." Any corrections are lined through, initialed, and dated.