Document update checklist D128

Issue 6

Document details

DSE Part Number	057-074
Document Description	72xx / 73xx operator manual
Old Issue Number (if applicable)	6
New Issue number (after update)	7
Engineer supervising the update/creation of this document	Paul Gbbons

Update document and release approval

Action	Signed	Date
If you're producing a new part, obtain a part number for the new document.	N/A	
Complete D117 'Part Description' for new documents. Add to SCM (Document Control\D117.doc)	N/A	
If new document is replacing an old one, complete D115 'Change to stock part usage' for the old document. Add to SCM (Document Control\D115.doc)	N/A	
Complete D114 'Change to approved part' for existing documents. If existing part, ensure Purchasing, Sales, Production and Reception are informed not to order or produce any more of the 'old' version! Add to SCM (Document Control\D114.doc)	NA	
Checked out of 'waiting for approval' in SCM and document updated as required	PG	25/01/11
Check **part number** and **update issue number** on the document. Check **addresses and contact details.** For documents replacing old ones consider making the new issue number higher than the old document's.	PG	25/01/11
Checked into 'Waiting for approval' in SCM	PG	03/02/11
Document proof read by 2nd party	ADM	27/01/11
Document proof read by 3rd party	AS	03/02/11
Promote document to 'released' in SCM	JR	4 Feb 11

EXHIBIT 1029

Production of other formats from main document

Action	Signed	Date
Make “web quality” pdf of the document and verify readability.	AS	03/02/11
Not for manuals Produce High Quality pdf of the document and verify readability. Remember to pdf as black/white only for installation instructions!		
Add pdf(s) to SCM (pdf/for web, pdf/for printer)	AS	03/02/11

Release

Action	Signed	Date
Promote “pdf” repository and “Document Control” repository to ‘released‘ (remember ‘recursive’)	JR	4 Feb 11
Add to website		
Website link and document verified by 2nd party		

Externally produced documents

Action	Signed	Date
Proof read first batch of documents when returned from the printers.		
Complete D116 ‘Part testing’ form and return to Purchasing department		

This document should be stored in the Customer Support department

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