

Document update checklist

D128

Issue 6

Document details

DSE Part Number	057-074
Document Description	72xx / 73xx operator manual
Old Issue Number (if applicable)	8
New Issue number (after update)	9
Engineer supervising the update/creation of this document	Ashley Senior

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	AS	30/05/12
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.	AS	30/05/12
Checked into 'Waiting for approval' in SCM	AS	30/05/12
Document proof read by 2 nd party	ADM	30/05/12
Document proof read by 3 rd party		
Promote document to 'released' in SCM		

Production of other formats from main document

Action	Signed	Date
Make "web quality" pdf of the document and verify readability.	AS	30/05/12
Not for manuals Produce High Quality pdf of the document and verify readability. Remember to pdf as black/white only for installation instructions!	NA	
Add pdf(s) to SCM (pdf/for web, pdf/for printer)	AS	30/05/12

Release

Action	Signed	Date
Promote "pdf" repository and "Document Control" repository to 'released' (remember 'recursive')	ADM	30/05/12
Add to website	AS	30/05/12
Website link and document verified by 2 nd party	AS	30/05/12

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