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AES Technical Support Services Group Engineering Document Management Plan

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AES Technical Support Services Group Engineering Document Management Plan

1 Introduction

This document sets forth group-specific guidelines for management of engineering documents and drawings consistent with the Managing APS Documents Policy ([APS 1273342](#)). The AES Technical Support Services Group is required to have such a policy in place to guide their staff in the details of controlling their engineering documents under this procedure.

1.1 Related Documents

- Managing APS Documents Policy ([APS 1273342](#))
- Managing APS Engineering Documents ([APS 1423689](#))
- APS Design and Drafting Drawing Standard ([APS 1429632](#))
- [Argonne Quality Assurance Program Plan](#)

2 Repository Use and Revision Tracking for Engineering Documents

[Table 1](#), which is copied from the Managing APS Documents policy ([APS 1273342](#)), maps the valid document repositories with the workflows that are supported by each repository.

Table 1: Work Flows and Revision Tracking Capability per Repository Type

Repository	Staff-controlled / No Revision Tracking (Not a controlled document)	Staff-controlled / Revision Tracking (Not a controlled document)	Controlled Document (A formal change procedure including an approval workflow and Revision Tracking)
Group-Shared File System (GSFS)	X		
Group-Shared File System Plus a Revision Control System (RCS)		X	
ICMS		X	X (with approval thread)
Vault			X
PDMLink			X

When members of the TSS group do work for other groups, they will use that group's workflow and repository for documentation and drawings.

3 Group-shared File Systems and Revision Control Systems (RCS)

For Linux and Solaris:

Path: /net/oxygen/edp/aes_tss

For Windows map drive:

Path: \\oxygen\edp\aes_tss

4 Document/Drawing Requirements

When members of the TSS group do work for other groups, they will use that group's policy for documentation and drawings.

5 Software Tools

When members of the TSS group do work for other groups, they will use that group's software tools.

6 Alias Project Naming Convention (if any)

Not applicable.

7 Alias Drawing Naming/Numbering Convention (if any)

Not applicable.

8 Group-specific EDP Collection Browse Categories

When members of the TSS group do work for other groups, they will use that group's collection browse categories.

9 Feedback and Improvement

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)^{*} to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS_1408152](#)).

* http://centraldocs.aps.anl.gov/comment_form.php