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PROCEDURE	Page 1 of 5
Procedure #:	3.1.128
Revision #:	0
Issue Date:	3/20/13
Review Period:	2 years
Supersedes:	n/a
Last Reviewed:	3/20/13

Survey and Alignment Group Engineering Document Management Plan

Changes made in this revision:

- N/A (new procedure)

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APS_1435999

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PROCEDURE	Page 2 of 5
Procedure #:	3.1.128
Revision #:	0

Table of Contents

1	Introduction	3
1.1	Related Documents	3
2	Repository Use and Revision Tracking for Engineering Documents	3
3	Group-shared File Systems.....	4
4	Document/Drawing Requirements.....	5
5	Software Tools	5
6	Alias Project Naming Convention (if any)	5
7	Alias Drawing Naming/Numbering Convention (if any).....	5
8	Group-specific EDP Collection Browse Categories	5
9	Feedback and Improvement.....	5

Survey and Alignment 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 Survey and Alignment 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

The left column of [Table 2](#) lists the types of documents generated by the Survey and Alignment Group in its routine operation. The rest of the table gives guidance on which workflow and repository should be used for each type of document.

Table 2: Work File Repository Usage

Criteria	Staff-controlled/ No Revision Tracking	Staff-controlled / Revision Tracking		Controlled Document			Drawing must meet D&D Standard (APS 1429632)
	Group-shared File System (GSFS)	GSFS + RCS	ICMS	ICMS (with approval thread)	Vault	PDMLink	
SAFETY: RSS Critical Component Alignment and Fiducial Report			X				
Non-RSS Component Alignment and Fiducial Report			X				
Annual MT & E Calibration Report			X				
SR Position Verification for Top-Up Operation			X				
TECHNICAL PROCEDURES				X			
S&A SHARED FILE: 3D Scanning Projects	X						
Legacy drawings: AutoCad Topographic Surveys					X		
As-Built Surveys					X		

3 Group-shared File Systems

Path: \\oxygen\Svy_share

Type of RCS: none

4 Document/Drawing Requirements

Criteria	Drawing Requirements
All Drawings	Category: Engineering Title Block: Similar to Engineering Location: Autodesk Vault\AutoCAD\ConvFacil\Bldg.500

5 Software Tools

Standardized software applications for certain engineering drawing requirements are listed in the table below.

Document/Drawing Type	Software Tools
Topographic Surveys	AutoCAD Civil 3D
As-Built Surveys	AutoCAD Civil 3D

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

- Beamline
 - Fiducial Report
 - Alignment Worksheet
 - Alignment Request
 - Top-up

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