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Procedure #:	3.1.129
Revision #:	0
Issue Date:	3/21/13
Review Period:	2 years
Supersedes:	n/a
Last Reviewed:	3/21/13

AES Mechanical Operations and Maintenance Group Engineering Document Management Plan

Section where used:

All AES Mechanical Operations and Maintenance Group personnel who generate engineering documents must follow this policy, which gives directions on managing those documents.

Changes made in this revision:

- N/A (new revision)

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APS_1436157

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Mechanical Operations and Maintenance 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 Mechanical Operations and Maintenance 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

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The left column of [Table 2](#) lists the types of documents generated by the AES Mechanical Operations and Maintenance 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 Group-shared File System (GSFS)	Controlled Document			Drawing must meet D&D Standard (APS 1429632)	
		ICMS (with approval thread)	Vault	PDMLink		
SAFETY: RSS Critical Component or Personnel Safety Related			X	X	X	X
MISSION CRITICAL: Machine Protection or Critical for Operation			X	X	X	X
COST:						
Fabrication exceeds \$100K			X	X	X	X
Fabrication exceeds \$10K			X	X	X	
Fabrication exceeds \$2K	X					
EXTERNAL USE: Subject to External Review Fabrication by external vendor Possible Use at Other Facilities			X	X	X	X
Legacy drawings: Criteria ...	X					
Document/File Types						
AutoCAD				X		
Solidworks				X		X
Pro/E					X	X
PLC Ladder Logic Source Code			X			
DEFAULT	X					

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

Access the AES Mechanical Operations and Maintenance Group shared file system by one of the following paths:

Path from a Unix environment: /net/oxygen/edp/aes_mom

Path from a Windows environment: \\oxygen\edp\aes_mom

Type of RCS: none

Directory Structure Guidance:

From a unix environment:

/net/oxygen/edp/aes_mom/<SECTION_NAME> (each section MECHANICAL ENGINEERING , VACUUM, WATER has a directory for their use)

From a windows environment:

\\oxygen\edp\aes_mom\<SECTION_NAME> (each section MECHANICAL ENGINEERING, VACUUM, WATER has a directory for their use)

4 Document/Drawing Requirements

N/A

5 Software Tools

N/A

6 Alias Project Naming Convention (if any)

N/A

7 Alias Drawing Naming/Numbering Convention (if any)

N/A

8 Group-specific EDP Collection Browse Categories

Not implemented.

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

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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