

Title: Management of Regulations and Other Guidance

Issue # 1

Revision # 0

EQP-5-02

30 Jul 96

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Date: 14 May 97

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Date: 14 May 97

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Date: 14 May 97

No changes can be made to this document without the agreement of the authorizing signatory and must be approved by the authorizing signatory before implementation.

Date	Issue	Revision	Description	Approved By

This document shall be reviewed by the authorization person as detailed:

Next Review Due:	Jul 97			
Action By:	John E. Sirles			

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## **1.0 PURPOSE**

This procedure shall be used for the handling, storage and updating of Military and Civil Works documents related to the activities of Engineering Division (EN).

## **2.0 SCOPE**

This procedure shall apply to all documents for design activities, operational methods, and record keeping for all activities of EN. This includes Army Regulations, Air Force Regulations, Technical Manuals, Engineer Regulations, Engineering Manuals, Engineering Circulars, Work Instructions, Policy Letters, etc., that are issued as universal guidance.

## **3.0 REFERENCES**

- a. EP 25-1-1, Index of Publications, Forms and Reports Control Symbols

## **4.0 DEFINITIONS**

Documents - In the context of this procedure, documents include official federal government policies and guidance such as Army Regulations (AR), Air Force Regulations and Manuals (AFR/AFM), Technical Manuals (TM), Engineering Regulations (ER), Engineering Manuals (EM), Engineering Circulars (EC), and locally developed Work Instructions and Policy Letters that are issued as universal guidance for engineering activities.

## **5.0 RESPONSIBILITIES**

Central Files, will be responsible for maintaining an up-to-date library of all documents. Maintaining this library includes providing copies of documents as needed by elements of EN and architect/engineer firms in support of design activities. Support for architect/engineer contracts shall be through the Project or Technical Managers. Central Files is responsible for install disks on CD server, downloads outdated versions of publications from server and uploads new version from electronic version. Central Files is also responsible for maintaining ISO 9000 Records.

**6.0 PROCEDURES**

Receipt of new documents and changes to existing documents, is through Central Files. The master copy of all documents maintained in Central Files will serve as the source for all current documents utilized in EN. Central Files will notifying using Personnel that hard copies are not official and they must verify them against official CD's at least quarterly to keep current documents for personal reference.

**7.0 RECORDS/OBJECTIVE EVIDENCE**

No records are generated as a result of this procedure.