TWPO Document Update Process

I.   Purpose:

This procedure outlines the process of revising and producing TWPO procedures (PROs), manuals (MANs), forms (FMs), and other operations-related documents. This procedure update process should take place every month, or as requested by TWP Operations Manager and Daily Operations Coordinator. The official publication of new and revised documents on CD-ROM, Web, and hardcopy should take place every 6 months, in January and July.

II.   Cautions and Hazards:

None.

III.   Requirements:

- No random or unauthorized alteration to any TWP documents is permitted.
- Only one set of hardcopies is kept in Operations Room at TWPO.
- One CD-ROM version of the entire document is sent to Manus, Nauru, and Darwin facilities.

IV.   Procedure:

A.   Creating New Documents and Revising Existing Documents

There is no specific schedule for this process, and it may take place as needed.

1. Document Controller receives new and revised documents from contributors (e.g., instrument mentors, operations personnel, and site visit technicians).

2. Lead Reviewer approves new and revised documents by:

- Checking if the documents are relevant.

- Checking if the new documents or revisions are consistent for all facilities.

- Assigning the documents to a specific manual (i.e., operations, Administration Calibration)

3. Document Controller formats the new documents and incorporates changes into the existing documents. All procedures (PROs) must use the template, "Procedure template," located in the "PROcedure" folder on TWP Server.

4. Document Controller sends formatted documents to Lead Reviewer for final approval.

5. If there are additional changes, Lead Reviewer sends the documents back to Document Controller.

6. Document Controller incorporates final additions and changes.

7. Document Controller assigns OMS identifiers to the new and revised documents.

    - When assigning OMS identifiers, also do the following:

        a) Status all new and revised documents using Document Status Table (Attachment 3).

        b) Log documents in OMS. *See PRO(TWPPO)-022.000 (Logging Documents in the OMS)*.

        c) Print hardcopy double sided, and create a PDF version.

        d) Organize folders on TWP server. *See Filing Procedure on TWP Server, PRO(TWPPO)-061.000*.

B. Updating Document Links on TWP Web Site

1. Details will be added.

C. Creating CD-ROM

This section outlines the procedure for updating the documents on TWP Web Site and creating CD-ROMs. This process takes place every 6 months, in January and July.

1. CD-ROM Publisher obtains the document status table from Document Controller.

    - After reviewing the document status table, proceed to the following:

        a) Obtain electronic files (PDF versions) of all the new and revised documents.

        b) Contact Web Administrator for updating document links. *See PRO(TWPPO)-xxx.xxx – Web Update Procedure*

2. Create seven CD-ROMs: 1 for each TWP facility, TWP Operations Center; 2 to be stored in Document Controller's office. *See PRO(TWPPO)-xxx.xxx – Creating TWP Operations Manual CD-ROM.*

3. Ship or carry the CD-ROM to Manus, Nauru, and Darwin facility.

4. Upon receipt of a new CD-ROM at each site, do the following:

    - Destroy the previous version of CD-ROM.

    - Train Observers on the new version.

V. References:

1. Logging Documents in the OMS – PRO(TWPPO)-022.000

2. Filing Procedures on the TWP Server – PRO(TWPPO)-061.000

3. Web Update Procedure – PRO (TWPPO)-???.???

4. Creating TWO Operations Manual CD-ROM – PRO (TWPPO)-???.???

VI. Attachments:

1. Key Personnel

2. Document Procedure Workflow

3. Document Status Table

Attachment 1: Key Personnel

Title	Name	Responsibility
Lead Reviewer	Amon Haruta	Reviews, edits, and approves.
Document Controller CD-ROM Publisher	Students	Formats and incorporates changes. Assigns OMS identifiers, maintains folders on TWP server, keeps logs of revisions. Create CD-ROM.
Web Team	Brad Perkins Jessica Powell	Publishes on Web.

Attachment 2: Document Procedure Workflow

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┌─────────────────────────────────────┐
│ Receive new and revised documents    │
│ from mentors, Ops personnel, and     │
│ RESET technicians                    │
└─────────────────────────────────────┘
                  │
                  ▼
        ◇ Screen submitted documents-
          Check if new document or
          revision is for all sites ◇
                  │
                  ▼
┌─────────────────────────────────────┐           If there are
│ Format/edit new and revised          │◄──────┐   additions or
│ documents                            │       │   changes
│ Assign OMS Number                    │       │
└─────────────────────────────────────┘       │
                  │                            │
                  ▼                            │
        ◇ Final review before ──────────────────┘
          production ◇
                  │
                  ▼
┌─────────────────────────────────────┐
│ Enter OMS numbers into system,       │
│ organize folders on TWP server,      │
│ update status table                  │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│ Publish documents on Manual Pages    │
│ every 6 months                       │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│ Publish documents on DPP page on     │
│ Web every month                      │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│ Create CD-ROMs every 6 months        │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│ Ship CD-ROMs to all sites            │
└─────────────────────────────────────┘
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Attachment 3: Documents Status Table – Example

Procedure Title	Current OMS ID	Manual	Status*	Submitted for Review	New OMS ID
Swapping out the Ultra 10's on Manus			0	NO	
Draft Web Update Process			0	NO	NO
TWP Emergency Generator Preventive Maintenance Procedure		Maintenance	0	NO	NO
FM(OPS)-007.003edited			0	NO	NO
FM(OPS)-011.000edited			0	NO	NO
Filing Procedures on the TWP Server		TWP	1	YES (5/22/01)	PRO(TWPPO)-061.000
Numbering Procedures		TWP	0	NO	NO

*

1 Drafts - early drafts, proposed ideas, proposed revisions to existing procedures

2 New Procedures - formatted, in review process

3 DPPs - on web, reviewed, approved, assigned

OMS ID

4 Published - published on web, CD-ROM, Master Manuals.