

APS Controlled Documents

:: topics employees must know ::



About Document Central

- Document Central is *the* place to find APS policies, procedures, and other important documents, located at:

<http://centraldocs.aps.anl.gov>

- Document Central automatically receives the latest version of each document from the ICMS. It also has a link to the main LMS web page, giving you **one place to go** to find important documents.

Guidelines for document use

- **find** APS procedures and important documents at Document Central.
- before using a document to direct work, **verify** that it's the approved and most recent version - go to Document Central for the latest version!
- **destroy** (or label as obsolete) any superceded printed or downloaded versions of controlled documents.

If you hold records

- **comply** with any published requirements for how records are stored - do what you say!
- if there are no published requirements, **review** your filing system to make sure records are easy to find.

Documents and records explained

The new LMS and laboratory ISO9000 certification relies on **documents** and **records**.

A **document** is recorded information (words, drawings, data) that is being used to direct work.

Examples of documents:

- A blank ANL-88 form
- An ANL-88 form being used to process a reimbursement
- A current revision of an engineering drawing

A **record** is one type of document. *It won't change* and is no longer being used to direct work.

Examples of records:

- A completed ANL-88 filed after the reimbursement is made
- A superceded revision of an engineering drawing

Remember key concepts

document control identifies the correct version of a document to use to **direct work today**.

records control **keeps records safe** and easy to find.

records management tells you **how long** to keep a record.