Documentation Management Manual

RCCAC-ADM-MAN-001

Rev. 1.1

Rockwell Collins CETC Avionics Co., Ltd.

Approval

	Name	Title	Approval	Date
Prepared by:	James Zhang	Quality Manager	On File	06/19/2017
Approved by:	Richard Hackett	CTO	On File	06/19/2017
Approved by:	Ren Jinsong	DGM	On File	06/19/2017
Approved by:	Wang Yifei	GM	On File	06/19/2017

Revision History

Revision	Originator	Description	Date
1.0	James Zhang	New Release	06/26/2015
1.1	James Zhang	Added the Signature column in the Approval page	10/12/2015
1.2	James Zhang	1. Added the part number assigning method in clause 5.5 2. Added the electronic documentation management requirements	06/19/2017

Table of Content

List of Table

1 Introduction

1.1 Purpose

Establishes the hierarchy, numbering convention and responsibilities for developing, approving, publishing, using, maintaining and controlling all levels and types of Rockwell Collins CETC Avionics Co., Ltd. (hereafter referred to as "RCCAC") Documentation.

1.2 Applicability

Location: RCCAC, Chengdu, Sichuan, China

1.3 Requirements Implementation

This manual meets the requirements for Documentation Management as defined in AS9100: 2016 and ISO 9001: 2015.

1.4 Industrial Standards

Table 1-1 Referenced Industrial Standards

Standard	Description
AS9100: 2016	Quality Management System – Requirements for Aviation, Space and Defense Organizations
ISO9001: 2015	Quality Management Systems - Requirements

1.5 Company Documentation

Table 1-2 Referenced Company Documentation

Document #	Description
RCCAC-QMS-P-000	Quality Manual

1.6 Definitions and Acronyms & Terms

1.6.1 Acronyms

Table 1-2 Acronyms

Acronym	Definition
RCCAC	Rockwell Collins CETC Avionics Co. Ltd.
QMS	Quality Management System
SME	Subject Matter Expert

1.6.2 Definitions

- Documentation – Internally-generated documents which includes; policies, procedures, methods, guidelines, instructions, standards, templates or manuals.
- Controlled Document – Documentation meeting the criteria of and controlled in accordance with Sections 6 and 7 of this manual.

- Distribution Control – A process established to ensure that those who are responsible for activities controlled by Documentation are made aware of the release and subsequent changes, and have access to the current approved version.

- Document Administrator – A person assigned responsibility for maintaining and releasing documentation. In RCCAC, this role could be replaced by Quality Manager or Quality Engineer. The Document Administrator works closely with the RCCAC QMS Document Governance Council and maintains the official, historical documented information of released documents.

- Subject Matter Expert (SME) – A person is a stakeholder for the content of a document and who acts as the point of contact for detailed user questions.

- QMS Document Governance Council – A body made up of QMS Process owner(s) representing QMS elements across the enterprise, has the responsibility and authority to establish and maintain a consistent QMS implementation for RCCAC. And has been empowered with authority and accountability for the definition, control, and integrity of QMS documentation by the RCCAC senior management.

2 General

2.1

The policy of the RCCAC is to document standard processes and practices to ensure consistency of application throughout RCCAC.

2.2

RCCAC Management and their subordinates are expected to fulfill their responsibilities in accordance with the stated requirements, as well as the intent, of the RCCAC Business Documentation.

2.3

RCCAC internal auditors shall conduct periodic audits to ensure compliance with Business Documentation.

2.4

Some documentation can be presented in paper forms. Other documentation is electronic and can be accessed via Google Drive, SVN, ERP or other software systems.

3 Documentation Hierarchy

Documentation hierarchy establishes the precedence of Documentation within RCCAC listed in order of primacy as follows:
a) RCCAC Policies.
b) RCCAC Procedures.
c) Other RCCAC level documentations such as Methods, Instructions, Guidelines, Standards, Templates and Manuals.
d) RCCAC documentation derived from Shared Services, and other organizational documentation.

4 Documentation Types

4.1

Types of Documentation:
a) Policies state the position on critical business topics and represent governing principles.
b) Procedures define and describe the processes required to perform business activities including the requirements for what needs to be done, statements of operating principles, process flow, responsibilities and boundary conditions. Procedures should not include detailed activities and tasks.
c) Methods describe how to perform tasks and activities if it is necessary to provide consistency in a process or task. Methods do not generally prescribe a specific tool for completion.
d) Instructions describe the detailed activities and tasks related to specific tools, locations, etc.
e) Guidelines provide non-prescriptive guidance by principle or example to advise employees on generally accepted practices.
f) Standards provide an established norm that is used as a basis of comparison for criteria or limits that are specific to a process or task.
g) Templates, Checklists and Examples provide assistance in the form of reference information or a model for developing a process or task.
h) Manuals contain a collection of related policies, procedures, methods, instructions, etc., that document a complete business process or subject.

4.2

The level and type of documentation is influenced by government regulations, customer and quality requirements, and other applicable standards. Guidelines cannot be established to meet documentation requirements established by legal, customer and quality requirements, government regulations, and the need to provide uniformity of business processes.

5 Documentation Numbering Convention/Structure

5.1

Documentation Numbers are structured as follows:
a) Hierarchical Level.
b) Functional or Organizational Identifier.
c) Document Type.
d) Numerical Sequence.
    Example: <RCCAC>-A-R-700
                A = Functional or Organizational Identifier
                R = Document Type (For example: Procedure, Manual, etc.)
                700 = Sequential numeric identifier for the document.

5.2

The RCCAC Document Administrator assigns numbers for documentation, and keep the register of the documentation No.

RCCAC Documents	
Applicability: Applicable to RCCAC	
Document Number	
<RCCAC> - <Function> - <Document Type> - <Number>	
Example	
RCCAC-OPS-POL-001 (RCCAC-Operations-Policy-001)	
Acronym Key For RCCAC Documents Function	**RCCAC Description**
A:	Physical Security (000-099), Environmental (100-199), Safety (200-299), Legal (300-399), Lean (400-499), Import (500-599), Export (600-699), Administration (700-799)
BCP:	Business Continuity Plan
QMS	Quality Management System
CMS:	Configuration Management
OPS:	Operations (Manufacturing [100-199], Material & Supply [200-299], Facilities [300-399])
ENG:	Engineering
ADM:	Administration
HRS:	Human Resources
FIN:	Finance
CD	IP Protection
EB:	E-Business and Information Technology
PUR:	Purchasing
CSS:	Customer Support and Services
Document Type	
POL:	Policy
P:	Procedure
G:	Guideline
I:	Instruction

M:	Method (Process Specs)
T:	Template
MAN:	Manual

5.3

The next sequential number in the appropriate Shared Services and other organizational listing is assigned to the new document unless the function has determined that sub-functions require their own series of numbers.

5.4

Document numbers of obsolete documents may be reused if the reinstated document relates to the same subject matter as the document that had been obsolete and is reinstated at the next revision level, or after a period of five years of obsolescence. A document matrix listing the numbers used and the titles shall be maintained by the RCCAC Document Administrator.

5.5

For the Engineering Part Numbers, mainly divide to four categories: Engineering Part No (has four types: Software Part, Hardware Part, System Part and Engineering Environment Part), System Document No, and Engineering Checklist Document No. The rules to assign the Part No. as below:

a) Engineering Part No:
   1. Software Part: the whole No is RCCAC-01X-XXXX-XXX, the middle four "X" start from "0001", the last "XXX" is the version No., start from "001".
      010 = requirements
      011 = plans & standards
      012 = test cases & test procedures
      013 = test results
      014 = design
      015 = executable/object code
      016 = source code
      017 = Other Records
   2. Hardware Part: the whole No is RCCAC-02X-XXXX-XXX, the middle four "X" start from "0001", the last "XXX" is the version No., start from "001".
      020 = Hardware Plans
      021 = Hardware Standards
      022 = Hardware Requirements
      023 = Hardware Design Data
      024 = Hardware Validation and Verification Data
      025 = Other Records
   3. System Part: the whole No is RCCAC-03X-XXXX-XXX, the middle four "X" start from "0001", the last "XXX" is the version No., start from "001".

4. Engineering Environment Part: the whole No is RCCAC-09X-XXXX-XXX, the middle four "X" start from "0001", the last "XXX" is the version No., start from "001".
090 = Software Tools
091 = Hardware Tools

b) System Document No:
The format is RCCAC-946-XXXX-XXX, The 1st X of middle four Xs is defined as different system NO, start from "1001", the last "XXX" is the version No., start from "001".
1XXX = Airborne system
2XXX = Rig
3XXX = Ground bases system
4XXX = RMS
5XXX = Communication LRU
6XXX = Navigation LRU
7XXX = Control panel and radio interface LRU
8XXX = Others

c) Engineering Checklist Document No:
The format is RCCAC-074-XXXX-XXX, The 1st X of middle four Xs is defined as different group NO., start from "0001", 0~4 are distributed to PL group; 5~9 are distributed to System group,. The last "XXX" are version control NO, start from "001" as well.

6 Documentation Requirements

6.1

At a minimum, the following items are required for Documentation:
a) Page Control (e.g., Page x of xx, etc.)
Some files do not contain page numbers, as in Hypertext Mark-up Language (HTML); therefore, a technique or method must be employed to assure the users of printed HTML documents can identify the end of the document.

b) Control Identifier (e.g., <RCCAC>-A-P-700)

c) Revision Control to ensure the document is current by a revision identifier on all pages of the document (e.g., a revision letter, number or date) that correlates with a controlled index and the revision history/summary.

d) Title.

e) Applicability identifies the individuals that are responsible for reading and understanding the information contained within the governing document. For RCCAC, Applicability is at most divided into two subcategories: (1) location, and (2) qualifier. A qualifier is only used when necessary to further delineate the affected individuals. Affected Documentation users are expected to comply with and follow all levels of documentation as it applies to their functional activity, as defined within the document Applicability.

Example of Applicability:
Locations: RCCAC, Chengdu, Sichuan, China
Qualifier: Unique qualifier for program

6.2

Document Changes
a) Where practical, substantive changes are identified in the document or the appropriate attachments to indicate what content has changed;
   e.g., bolding, change bars placed along side of the text change, etc.
b) Upon a subsequent revision, the prior change reverts back to its normal format.
c) Corrections, typos, minor omissions, word changes that do not affect the applicability or job responsibilities, etc., are not required to be identified.

6.3

At a minimum, the following items are required as part of the document control provided by the document matrix:
a) Approval to release or delete in accordance with Section 10.
b) Document.
c) QMS Document Governance Council for questions.

6.4

The Documentation Template (reference Exhibit A) shall be used to develop Documentation.

6.5

Electronic documented information shall be protected from accidental or intentional alteration and from deletion, only authorized personnel shall be permitted to create, capture or purge electronic documentation.

Electronic documentation shall be preserved without loss of any vital information for as long as required by statutory and regulatory requirements, interested parties' requirements and best practice.

7 Documentation Release Control for the RCCAC Cloud Shared Site

7.1

Documentation released to the RCCAC cloud shared site is considered the current approved and controlled documentation.

7.2

The RCCAC Document Administrator is responsible for maintaining prior versions of the document in accordance with RCCAC-ADM-S-011, Documented Information Retention Schedule.

8 Approvals to Publish, Revise, Obsolete

8.1

Quality Manager has the authority to release and obsolete the documentation.

8.2

The QMS Document Governance Council should provide the appropriate and affected knowledge experts, functions or organizations an opportunity to review and comment on the process documentation prior to final approval and publication.

8.3

The RCCAC QMS Document Governance Council could take meeting review or offline review of RCCAC documents that are newly created or revised.

a) The RCCAC QMS Document Governance Council includes the following, at a minimum:
    1. QMS Process owner(s)
    2. The Subject Matter Experts.
    3. The Document Administrator.
b. The Document Administrator sets up the meeting and can cancel in the event that a meeting is not necessary.
c) Modified documents should be completed using track changes to facilitate the review by the RCCAC QMS Document Governance Council.

8.4

Approval from the RCCAC senior management team to release or delete documentation may be an e-mail, signed document or fax, and shall be retained by the Document Administrator.

8.5

The effective date of the document is normally the date of the final approval.

8.6

The QMS Process Owner(s) may institute minor revisions to released documents they manage to correct administrative items without obtaining concurrence from the RCCAC QMS Document Governance Council. Examples of these include: Department and personnel title changes, references to other documentation, typing/formatting errors, minor omissions, word changes that do not affect the applicability or job responsibilities, etc. The updated document will be formally revised to reflect the changes, and an approval document referencing this manual will be retained.

9 Documentation User Responsibilities

9.1

Users of Documentation have responsibility for using the current version, except in cases where there is a contractually defined reason to use a prior and/or specific version.

9.2

The individual using Documentation should be able to demonstrate where and how the document has been verified as the appropriate version.

9.3

Documentation may be revised or become obsolete without the user's knowledge. If the documentation is kept for further reference, the user should verify it is the current version before using it again.

9.4

Invalid and/or obsolete documents must be promptly removed from all points of issue or use, or otherwise assured against unintended use.

9.5

Obsolete documents that are maintained for legacy purposes must communicate to the user, through watermark or other identifying technique on each page that the document is obsolete, but is maintained for legacy program informational purposes.

10 Communication

10.1

If documentation for which the Document Administrator is responsible is revised or obsoleted, the Document Administrator is responsible for notifying the cognizant QMS Process Owner.

10.2

The QMS Process Owner is responsible for revising affected documents.

11 Periodic Review of Documentation

Documentation should be updated when necessary to align with process changes. When documentation changes are made, the changes must be identified within the document, if practicable, in accordance with paragraph 6.2 of this manual. A revision history/summary (see paragraph 6.1.c.) should also be utilized to define what changed from the prior version of the document.

Exhibit A: Documentation Template

↵

↵

↵

↵

Document Title↵

RCCAC-<Function>-<Doc Type>-XXX↵

Rev. X.X↵

Rockwell Collins CETC Avionics Co., Ltd.↵

Approval

	Name	Title	Approval	Date	
Prepared by:					
Reviewed by:					
Approved by:					
Approved by:					

Revision History

Revision	Originator	Description	Date	

Rockwell Collins CETC Avionics Co., Ltd.
RCCAC-<Function>-<Doc Type>-XXX   Effective Date: MM/DD/YYYY

Table of Content

List of Table

© 2017 Rockwell Collins and Rockwell Collins CETC Avionics Co., Ltd. All rights reserved.   Page 3.

1 Introduction

1.1 Purpose

<Enter Purpose>.

1.2 Applicability

Location: <Enter Location>.
Qualifier: <Enter Unique Qualifier for Program>.

1.3 Requirements Implementation

This <Doc Type> meets the requirements for <Document Purpose> as defined in <Standard Name>...

1.4 Industrial Standards

Table 1-1 Referenced Industrial Standards.

Standard.	Description.	.
<Enter Standard>.	<Enter Description of Standard>.	.

1.5 Company Documentation

Table 1-2 Referenced Company Documentation.

Document# .	Document Name.	.
RCCAC-<Function>-<DocType>-XXX.	Name of the Document.	.

1.6 Definitions and Acronyms & Terms

1.6.1 Acronyms

Table 1-3 Acronyms.

Acronym.	Definition.	.
<Enter Acronym>.	<Enter Definition of Acronym>.	.

1.6.2 Definitions

- <Enter Terminological Name> - <Enter Definition of this Terminological Name>.

2 Major Section Titles

<Enter each section and section contents>.