# Purpose

Argus is the Information Security Management System (ISMS) used for managing information security risks at the Electronics Department of NSCL. The purpose of this procedure is to control the documents related to Argus.

# Scope

It is applicable to all documents related to Argus.

# Definitions

In this document, information security related terms have been marked in *underlined* *italics*. For their definitions, refer to the standard *EE-ISMS-S001 Terms and Definitions*.

* 1. DMS Document Author:
  2. DMS Administrator:
  3. DMS Manual Owner:

# Entry Criteria

* A document has to be created or updated.

# Inputs

* Documents to be written or modified

# Procedure

The Electronics Department has automated most of this process through its Document Management System (DMS). Check the DMS User Manual on how to perform these activities using DMS. All documents are stored electronically on a designated storage device to ensure they remain legible and readily identifiable. Documents are uniquely identified by: Manual number, document number, file number, version number, and revision number. The document identifiers are managed by DMS.

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| --- | --- | --- |
| **Step** | **Responsible** | **Action** |
| 1 | DMS Manual Owner | If the document is to be part of a new manual, ask the DMS administrator to create a new manual. |
| 2 | DMS Administrator | Check if a new manual is necessary. If so, create the new manual. |
| 3 | DMS Manual Owner | Assign an author for the document. |
| 4 | DMS Document Author | Write or modify the document, and submit it for approval. |
| 5 | DMS Manual Owner | Approve the document. |
| 6 | DMS Document Author | Converts the document into publishable format, if it is not already in it. |
| 7 | EEDH | Approve the document for publishing. |
| 8 | DMS Administrator | Publish the document on NSCL’s document repository. |

# Outputs

* Published documents

# Exit Criteria

* Documents are published

# Exceptions

All exceptions must be approved by the Electronics Department Head.

# References

* 1. *M01 NSCL Electronics Department ISMS Manual*, NSCL Document Server, Electronics Folder
  2. *P501 Information Security Policy,* NSCL Document Server, Electronics Folder
  3. *Asset Risk Profile, R01-Asset-Risk-Profile.xlsx,* NSCL Document Server, Electronics Folder
  4. *NSCL Quality Policy and Objectives*, NSCL Document Server, QMS Folder
  5. *DMS User Manual,* Electronics Department Document Management System

# Revision History

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| --- | --- | --- |
| Revision  Level | Date | Revision Changes |
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# Reviews

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| --- | --- |
| Reviewer | Review Date |
| Information Security Working Group |  |

**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**