

Revision and Control Procedures for OHD-L Documents

SCOPE:

OHD-L test procedures define sampling/test methods when no consensus standard exist, or when Department defined changes to consensus standards require a formally defined change to a procedure. OHD-L procedures are referenced in ODOT standard specifications and are published as official test methods on the ODOT web site. Similar to consensus standards, changes or revisions to OHD-L procedures are sometimes necessary. This document describes the formal process of revising OHD-L procedures to ensure the integrity, quality, and control of the officially published OHD-L test methods.

The reasons and benefits for this formal revision process is to ensure:

- The most recent approved revisions are used by technicians and distributed to others.
- Revisions are approved by the Materials Engineer before publishing.
- Feedback and comments from users concerning proposed changes.
- Current and previous versions are properly filed and archived for future accessibility.
- The integrity of OHD-L procedures by limiting distribution and availability of editable documents to formally requested revision activities.

PROCEDURE:

Proposed changes shall be indicated using the redline and strike-through method. Items to be deleted are shown with a single line strike-through, and new items are formatted with a red underline. This will ensure proposed changes are easily identifiable in electronic and printed format.

When a need for a revision is identified, the changes can be made by;

- a. Marking up an editable version of an electronic file. (Request an editable electronic copy from the Materials Engineer)
 - b. Marking up a printed copy.
1. Indicate the proposed changes using the redline and strike-through method.
 2. Meet with the Materials Engineer to discuss proposed changes.
 3. Revise as necessary and prepare document for solicitation of comments. If a printed copy was marked up, give to Office Manager so Administrative staff can prepare an electronic version of the marked up document.
 4. Review final marked up version and convert to a locked pdf file.
 5. Solicit comments/feedback from an identified group of users of the OHD-L method. If possible and whenever applicable, this should include Material Division technicians, and a sampling of; Residency personnel, contractor labs, and private labs. Solicitation of comments shall be conducted by e-mail and a pdf attachment.

6. Review comments and produce final revision draft for approval and review by Branch Manager and Materials Engineer. The new revision shall include a section at the end describing changes from previous version.
7. Materials Engineer places editable electronic files in proper folder using prescribed file and folder convention.
8. Materials Engineer informs Office Manager to post the updated OHD-L on the web site.
9. The OHD-L is posted on the web site and a “what’s new” web entry is created.
10. Office Manager sends out a group e-mail informing users of new OHD-L revision. Use employee news and/or a residency group for Department personnel, and an e-mail group for users outside the Department. The Liaison Manager maintains an up-to-date listing of Qualified private and contractor labs.
11. Branch Manager and/or Lab supervisor meets with employees to discuss and implement changes defined in revised OHD-L procedure. Technicians are instructed to discard old versions.
12. Old versions of OHDL’s will be archived on the website with a note added to the top of each page that the document has been replaced.

Revisions:

11/29/06: added item 12, concerning archived versions of OHDL’s being available on the website.