

Preparation, Review, and Approval of SAWG Documents

Rev. 0

1. PURPOSE

This guide describes the process to prepare or revise, review, approve and issue SAWG guidance documents and technical reports.

2. SCOPE

This guide shall be used for development, preparation, review and approval of SAWG documents. Documents shall be unclassified unless otherwise approved by the SAWG Chair.

3. TERMS AND DEFINITIONS

SAWG Guides: Guides are documents that provide guidance and may provide some requirements on how to accomplish a specific task.

SAWG Report: Reports are technical documents that address a subject that needs investigation, research or detail development for the improvement of DOE or contractor performance on subjects relevant to the SAWG Mission.

4. REQUIREMENTS

- 4.1 The SAWG Steering Committee (SC) Chairman or a Subgroup (SG) Chair shall determine the need for new or revised documents. This determination shall be based on the need to document the SAWG technical position on a subject. Members of the SC or a SG Chair may recommend documents for preparation.
- 4.2 An author shall be assigned to prepare the draft document.
- 4.3 Distribution of documents for review or approval shall be accomplished, preferentially, by e-mail transmittal listing the title and draft revision level. The initial draft document shall be numbered "draft rev. 0". Subsequent drafts shall be numbered sequentially from 1. Directions for destruction and disposal of previous drafts will also be included in the e-mail transmittal.
- 4.4 A copy of the document shall be submitted in draft format to all SAWG members (including DOE sponsor) for review and comment. Dissenting opinions on substantive issues, if any, shall be noted.
- 4.5 Document review and comment shall be documented on the Comment and Resolution Record (SAWG-01, **Appendix 1**). Reviewers shall review the draft document for adequacy, completeness and correctness. The author shall evaluate comments for possible incorporation. The author shall assure all comments are appropriately addressed and resolution documented. If the reviewer has no comments, concurrence by return e-mail is acceptable.

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- 4.6** The SAWG Chair and SG Chair (if appropriate) approve the final draft document after comments are resolved, by signing and dating the Document Approval form (SAWG-02, **Appendix 2**).
- 4.7** A copy of the SAWG document shall be submitted in final draft to the SAWG Sponsoring Director for review and approval. Approval is documented by signing and dating the Document Approval form.
- 4.8** The SAWG Sponsoring Director or SAWG Chair shall obtain approval by the EFCOG Chair, if required. Following all reviews and the obtaining of approval for dissemination, the final document shall be distributed by the SAWG Chair to the Department of Energy, each EFCOG member representative, the EFCOG Support Contractor, and other interested parties.
- 4.9** Documents will be posted on the EFCOG SAWG website (posting is by the EFCOG Support Contractor).
- 4.10** With the Sponsoring Director's concurrence, the SAWG Chair may approve documents that are a single issue response to a SAWG initiative or a request from the DOE sponsor, provided that distribution is limited to SAWG and/or EFCOG members.

5. RECORDS

A record hard copy of the following documents shall be maintained for a minimum of two years or until superseded: the approved document, the Document Approval form with all signatures and dates and the signed SAWG-001 Forms.

6. REFERENCES

EFCOG Manual, Section 3.5 (August 4, 2004)

7. APPENDICES

Appendix 1 – Review and Comment Record

Appendix 2 – Document Approval Record

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APPENDIX 2

SAWG DOCUMENT APPROVAL RECORD

EFCOG SAWG Document Title: _____

Approval Signatures:

SAWG Subgroup Chair _____ Date _____

SAWG Chair _____ Date _____

SAWG DOE Sponsor _____ Date _____

SAWG Sponsoring Director _____ Date _____

EFCOG Coordinator _____ Date _____