




Approved: 	Date: 21 May 2004	
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1.0 POLICY/PURPOSE

Santa Barbara Applied Research (SBAR) ensures that its documentation products meet or exceed quality objectives through a system that includes technical editing to comply with contract specifications and customer requirements. This work instruction (WI) identifies the steps to be taken to ensure that the technical editing process is completed for each documentation product.

2.0 SCOPE

This WI applies to the MCA Engineers Division of SBAR, Ventura, CA.

3.0 REFERENCES AND DEFINITIONS

3.1 References

ISO 9001: Quality Management Systems-Requirements, Third Edition (2000-12-15)

- ISO 9001 Element 7, Product Realization

3.2 Definitions

Customer: Recipient of a product provided by the supplier. A customer may be a commercial firm, an individual, or a government agency. SBAR is the supplier.

Deliverable: A tangible documentation product provided to a customer.

Functional Area Manager (FAM): A senior supervisory individual who is responsible for the leadership, direction, and overall success of an area of the company, such as finance, human resources, contract administration, engineering, operations and maintenance, logistics, quality, special projects/contracts, etc.

Product: Result of activities or processes. A product may include service, hardware, processed materials, documentation, software, or a combination thereof. A product can be tangible (e.g., printed documentation or electronic media) or intangible (e.g., knowledge or concepts) or a combination thereof.



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4.0 RESPONSIBILITIES

4.1 Technical Editor

The Technical Editor is responsible for implementing this WI.

4.2 Functional Area Manager

The FAM is responsible for ensuring that documentation products are edited for content, quality, and conformance with specifications prior to delivery to the customer.

5.0 REQUIREMENTS/PROCEDURES:

See Attachment 1, Technical Editing Checklist.



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Attachment 1. Technical Editing Checklist

Technical Editing Process	Yes	No*	N/A*
1) Consult with FAM to create editing schedule.			
2) Review document and statement of work/contract (or consult with FAM) to determine requirements.			
3) Prepare copy of document to use for editing.			
4) Edit document in accordance with appropriate style guides, military standards/specifications, and/or contractually specified requirements.			
5) Return edited document to FAM for review.			
6) Incorporate FAM's review comments and complete editing process.			
7) Incorporate comments from customer, as appropriate.			
8) Repeat steps 5, 6, and 7, as appropriate.			
9) Upon customer acceptance of document, retain original document and copy of deliverable (electronic and paper, if applicable) in contract file.			
10) Destroy all versions of document (both electronic and paper) except for original and deliverable.			
11) Complete Technical Editing Checklist and place in contract file.			


*Explain "No" and "N/A" entries: _____

Signed: _____ Date: _____



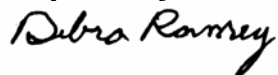
Quality Assurance Work Instruction

CP-00-13004-05

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