**PUBLISHING SERVICES SUBDIVISION
SCIENTIFIC AND TECHNICAL EDITING
AND DIGITAL DESIGN (STEDD)**

**QUALITY ASSURANCE INSTRUCTIONS
Pub 06   Information Circular Process**

OWNER: **Krista Lamer**
APPROVED: **October 18, 2002**

1. PURPOSE

1.1　The purpose of this document is to describe the activities performed to maintain the open file system and database and to compile information for the release notification of all Geological Survey of Canada (GSC) formal publications and open files on the GSC Monthly Information Circular.

2. SCOPE

2.1　The scope of this document is to provide the geoscience community with information as to the current releases of scientifically and not scientifically edited GSC publications.

3. RESPONSIBILITIES

3.1　Scientific and Technical Editing and Digital Design (STEDD) employees are responsible for having a working knowledge of this Quality Assurance Instructions (QAI) and to supply changes or enhancements when necessary by issuing a Document Change Request (DCR). A non-conformance report (NCR) or observation may be issued using the Quality System Improvement Request (QSI).

3.2　The designated manager of this QAI is responsible for considering all DCRs and NCRs issued against this QAI and for writing new instructions when necessary.

3.3　The Quality Council is responsible for resolving DCRs or NCRs that cannot be otherwise resolved or are in dispute between the designated manager and the originator of the DCR or NCR.

3.4　The Webmaster is responsible for updating the controlled version of this QAI on the Intranet in a timely manner and to notify users that a change has been made.

3.5　The Quality Management Representative is responsible for managing and assuring follow-up to any DCR or NCR related to this QAI.

3.6　STEDD employees and other users of this QAI are encouraged to provide feedback to the Quality Management representative, Head of Publishing Services, Digital Design Coordinator, and Editing Coordinator on its accuracy, completeness, simplicity and usefulness.

4. INSTRUCTIONS

4.1 INITIAL REQUEST

4.1.1   Open File Permission-to-Publish (Pub 3011) signed by Subdivision Chief is forwarded to Digital Design (DD) by the Author requesting an Open File number.

4.1.2   All information contained on Pub 3011 is input into the Open File database which produces consecutive unique open file numbers.

4.2 INFORMATION ANALYSIS

4.2.1   Ensure Pub 3011 is signed by the Division Director and submitted prior to the deadline as outlined in instructions on ESS Info Intranet.

4.2.2   A copy of formal publications must be received by DD to be included on upcoming Information Circular.

4.3 QUALITY CONTROL

4.3.1   Open files are reviewed for conformance to Federal Identity Program (FIP) requirements.

4.3.2   Information Circular Checklist (Pub 4003) under 'Quality Control' contains each media of product with a detailed itemized list.

4.3.3   Identify problems, then notify client and request updates.

4.4 CD-ROM ANALYSIS

4.4.1   CD-ROMs are forwarded to Cartographic Coordinator for virus scan and royalties check.

4.4.2   The CD-ROM is sent back to DD for tracking

4.4.3   Cartographic Coordinator communicates the royalty charges to the Editing Coordinator who establishes a selling price.

4.5 INFORMATION CIRCULAR TEXT PREPARATION

4.5.1   Required information is gathered for the upcoming Information Circular. Pub 4003 under 'Text Preparation' contains itemized list.

4.5.2   Text forwarded to English Editor along with all products

4.5.3   Resolve outstanding issue with Client (if any)

4.5.4   French translation/edit as required

4.5.5   Advanced copies of Circular sent to a distribution list in WordPerfect format

4.6   DUPLICATION AND DISTRIBUTION
   4.6.1   Each type of media has individual requirements of duplication and distribution. Refer to Pub 4003 under 'Duplication and distribution'.

4.7   HTML PREPARATION
   4.7.1   Prepare .html pages using the edited WordPerfect text.
   4.7.2   Provide .jpg files of formal publication covers
   4.7.3   Provide Abstract and Summary of formal publications

4.7   OFFICIAL RELEASE
   4.7.1   The Information Circular is uploaded on the web on the 1st of each month.
   4.7.2   GSC Bookstore sends email announcement to a distribution list alerting customers that the new month has been posted.
   4.7.4   Update open file database with final information from posted Information Circular.

5.   REFERENCES

Open File Permission-to-Publish (Pub 3011)
Information Circular Checklist (Pub 4003)
Document Change Request (DCR) (Carto 2001)
Quality System Improvement Request (QSI) (Carto 2002)