

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

**QUALITY ASSURANCE INSTRUCTIONS
Pub 15 Manuscript Analysis**

**OWNER: Linda Guay
APPROVED: November 4, 2002**

1. PURPOSE

- 1.1 The purpose of this document is to describe the activities from when the client submits a project to when it is assigned to the Digital Design (DD) for triage in the case of GSC publication series or other manuscripts, when required.

2. SCOPE

- 2.1 The scope of this document is to provide information analysis for all products to be produced by the Scientific and Technical Editing and Digital Design (STEDD).

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 others users of this QAI are encouraged to provide feedback to the Quality Management Representative, Head of Publishing Services, Digital Design Coordinator, and Editing Co-ordinator on its accuracy, completeness, simplicity, and usefulness.

4. INSTRUCTIONS

4.1 CONTRACT REVIEW

- 4.1.1 The Editing Co-ordinator verifies the Permission-to-Publish Form supplied by GSC Division Co-ordinator or client to ensure that all items indicated on the form as being in the package have been received.
- 4.1.2 The Editing Co-ordinator signs and dates the completion of this step on the Permission-to Publish Form, and the Publication Production Control Form.
- 4.1.3 The Editing Co-ordinator enters the tombstone information on the QAE file and signs the QAE file (see 4.2).

4.2 QAE FILE

- 4.2.1 The Editing Co-ordinator prepares a QAE File for document storage.
- 4.2.2 The Editing Co-ordinator adds the completed forms (Permission-to-Publish, Critical Reviewer's Appraisal, and Publication Production Control), and all other documents received from the client.
- 4.2.3 The Co-ordinator prepares an informing memo with special instructions (if required).
- 4.2.4 The Editing Co-ordinator takes the file to Digital Design (DD).

4.3 SUBMISSION OF PROJECT TO DD

- 4.3.1 The QAE files and all materials supplied by the client are submitted to DD for Production Database entry and DD triage.
- 4.3.2 If the client supplies new items later, the Co-ordinator verifies them and gives the new items to DD or an editor. The Head of DD or an editor enters the receiving date in the QAE file for each new item received (if applicable). If DD or an editor receives the items directly from the client, he or she verifies the new items, and dates the documents as mentioned above.

5. REFERENCES

W:\desktop\00Bulletins, 00Curr_Res, and 00Misc_Rep directories
QAE File (Quality Assurance Evidence File)

Forms

Formal Publication Permission-to-Publish Form (Pub 3010)
Open File Permission-to-Publish Form (Pub 3011)
Critical Reviewer's Appraisal Form (Pub 3012)
Publication Production Control Form (Pub 3001)
Document Change Request (DCR) (Carto 2001)
Quality System Improvement Request (QSI) (Carto 2002)

6. WORKFLOW CHART

