

Each Satellite Document Location File has a local File Administrator who liaises with the DCO to ensure the file is up to date.

#### 7.1.3. **New Documents/New Versions**

New documents are to be filed in the Satellite File in numerical order. When new versions of Documents are received, replace the previous version in the file and return the superseded version with the Reading Compliance form to the DCO.

#### 7.1.4. **Cancelled Documents**

On notification from DCO that a document is cancelled, remove the document from the Satellite file and return it to the DCO.

#### 7.1.5. **Documents to be located external to Satellite File**

If the document is to be placed other than in the Satellite File, a **Form-405** must be printed and filled in and placed in the Satellite File so the remote document can be located in future.

#### 7.1.6. **“Reading Compliance” Forms**

The file administrator is to facilitate the signing by appropriate staff of the “Reading Compliance” form held in the Satellite File. See Section 6.

#### 7.1.7. **Library Log form Form-415**

This form is to be filled out for removal or borrowing of documentation. This form is placed at the front of the Satellite File, or in a prominent position if the Satellite Document Location is a library or compactus shelving.

## 8. **Technical Files, Project Files and External Manuals**

All Technical and Project Files are logged into the Documentation Database and the hard copy stored for future reference. Each file is given a number for tracking purposes.

### 8.1. **Logging of Technical Files**

8.1.1. Forward the file to the DCO who will number and log it into the database.

8.1.2. The file is stored in the Technical File compactus.

### 8.2. **Project Files and External Manuals (Operation/Equipment Manuals)**

8.2.1. Fill in the **Library Log for Equipment Manuals** and send to the DCO who will number and log into the database.

8.2.2. The DCO will print a “Print Approval Request” showing the details of the database record. This is to be filed in the front of the document file.

8.2.3. A label should be generated and placed on the spine of the file stating the manual number and location. The file is then placed in the technical