

## 1 Purpose of this Standard

The purpose of this standard is to ensure that all documentation and data file movement occurs as and when it is needed.

## 2 Risks of non-compliance

Some of the risks of not having, or not complying with these standards are:

- Documentation and data for publishing is not issued at its intended or required date
- Late documentation review may delay shipment of parts or equipment to a facility
- Documentation that is tied to a progress payment (payment that is dependent on a documentation submission) may be late or unprocessed
- Final versions of documentation or data files are not received and processed

## 3 Overview

“Expediting” is defined as speeding up the progress, or executing a task as quickly and efficiently as possible. Therefore, in this standard, Documentation Expediting means ensuring all documentation and data files required from or by a group or individual is received by the agreed to date, or within a reasonable timeline, as well as making certain any reviews are completed by their set deadlines.

## 4 Objectives of Vendor Document Expediting

The overall goal of Document Expediting is to ensure that all documents are received when they are required in order to adhere to the project or activity schedule.

This overall goal is achieved by the following objectives:

- Maintaining open communication and a positive working relationship with all third parties and internal creators of documentation and data
- Maintaining open communication with the Project Manager (PM) and any other responsible lead in regards to changing deadlines or other important information regarding the documentation requirements
- Documenting all communication between vendors, sub-vendors, and project team members in the appropriate systems (tracking logs, software platforms, via memos, other documents, etc.)
- Ensuring the Documentation and Data Requirements form (DDR) that is issued with all purchase requests or contracts is understood and executed
- Consistent monitoring and tracking of the documentation requested, received and when it is required back, both internally and externally

## 5 Setting Expectations

All documentation or data files required for any activity, task, order, or contract must be clearly established at the onset of an engagement. The expectations must be documented and distributed. These documented expectations form part of the contractual requirements.

All parties must be involved in a discussion to ensure that the expectations are clear and achievable.

The following guidelines must be communicated:

- What documents, drawings, or data files are required (deliverables)
- When are the deliverables due
- In what format(s) are the deliverables expected
- Who the deliverables are to be sent to
- How the deliverables are to be submitted (email, transfer site, security concerns, etc.)
- What the consequences are of late deliverables
- What the escalation process is for late or incomplete deliverables (which may involve management and/or penalties)

## **6 Expediting Submissions**

Any overdue or incomplete documentation or data must be addressed immediately, however all efforts should be made to proactively expedite the information before it is overdue.

Minimum tracking during the expediting process:

- The purpose of the documentation and data submissions
- Who is responsible for the delivery of the documentation and data
- The task or activity that the information pertains to
- The details of the individual deliverables
- What and when documentation and data is required and received
- When the Review due date is
- The internal delegate for making decisions regarding the deliverables
- When changes or comments are sent back to the creator of the information
- The status of the changes required (See DMC-DM-STD-013)
- If and when any resubmissions of information is required
- When a submission completes its lifecycle
- All relevant documentation and data file numbers, codes, and other pertinent metadata

These are elements that directly involves the reporting required by the Supplier Document Management group, or, if required by organizational structure, full reporting created by the Documentation Expediting group.