

SSG Document Numbering Guidelines

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Introduction

In order to align the Safety Systems Group document numbering system with that of OPS and EES, the following nomenclature should be used if tracking a document is desirable. Currently, the OPS and EES departments only use this as a guide for procedures. Most SSG presentations, vendor manuals, and many other document types do not have an information block like the one above.

Requirements

Title Page:

Information on the document title page must include:

- Title
- Document number
- Revision number and date
- Technical custodian

Headers / Footers:

Other pages may include the following information:

- Document name
- File name
- Revision
- Page numbering

Document Numbering

A document number consists of sub-sections that define the department, the document type, the system/category, and a numbering sequence from 001 to 999.
For example: *SSG-PP-07-005*.

Departments:

EES	Engineering Group
MCC	Operations Group
SSG	Safety Systems Group

Document Types:

AD	Administrative
PP	Papers / Presentations
PR	Procedures
RS	Requirement / Specifications
SF	Software / Firmware
TR	Training
TS	Trouble-shooting Guides
UG	User Guides
VM	Vendor Manuals

SSG Systems / Categories:

01	SSG - General
02	PSS - General
03	SIS (Safety Interlock Systems)
04	ODH Systems
05	Fast Electronics (BCM, Kicker)
06	Audio Systems
07	Video Systems
08	MPS - General
09	FSD
10	BLM
11	BCM
12	BELS
13	Safety - General
14	Non-Safety - General
15	Miscellaneous Systems

Document Numbers:

001 - 999