

LEAN DOCUMENT MANAGEMENT

1 INTRODUCTION

1.1 Purpose and Applicability

1.1.1 Purpose This document sets forth the lean process by which Health, Safety, & Environment (HSE) and Operations (OPS) documentation used in Deep Water – Gulf of Mexico (DW-GOM) will be maintained and updated in SharePoint, in accordance with expectations for document management and records retention.

The details of this process will need to evolve with future IT and Records Management changes. Therefore, expectations are set out in this document, and detailed instructions for meeting these expectations using the current platforms are provided in the following SharePoint training and awareness libraries:

- [Tips & Tricks](#)
 - [Checklists, Forms, & Templates](#)
-

1.1.2 Applicability The lean document management process **applies to:**

- DW-GOM HSE and OPS documents

This process **excludes:**

- Project Specific Technical Standards (PSTs)
 - Local or Asset-specific processes (e.g. SSTs, LOPs)
 - Documentation managed by other functions, such as:
 - Health
 - HR
 - IT
-

1.1.3 Target Audience This document is for:

- Document Custodians
- Document Owners
- Site Owners for DW-GOM document libraries in SharePoint

1.2 Roles and Responsibilities

1.2.1 Document Custodians **Document Custodians** are responsible for keeping document content up-to-date. Custodians draft new documents where necessary and revise existing documents when requirements change. Only Custodian approval is necessary for minor revisions to existing documents, though they may request additional approvals.

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1.2.2 Document Owners

Document Owners are accountable for the accuracy and applicability of the documents they own. Only Owner approval is necessary for new documents, major revisions, or document retirement, though the Document Owner or Custodian may request other approvals if they deem it appropriate.

1.2.3 Site Owner

Site Owners manage the DW-GOM document libraries and web pages/views in SharePoint. They are responsible for assigning new document numbers, maintaining appropriate governance (see [Section 5](#)), and periodic quality review of the metadata displayed in the Lean Document Management Process Dashboard and Control Center (LDMP Dashboard; see [Section 4](#)).

1.2.4 Handing Over Roles

Without a dedicated central team to periodically ensure that listed Document Owners and Custodians are current, it is critical that any Document Owners or Custodians leaving their roles hand over responsibility for each of their documents as follows:

- Update Document Owner/Custodian properties in SharePoint metadata.
- Give new Document Owner/Custodian “Full Control” permissions to each appropriate document folder and each “Drafts” subfolder.
- Notify Site Owners of new personnel to add to library-level permission groups.

To add or remove incoming or outgoing Site Owners from the library Owners group, SharePoint IM must be contacted.

See the following Tips & Tricks for additional information:

- [Tips & Tricks: Owner/Custodian Handover](#)
 - [Tips & Tricks: Getting Help](#)
 - [Tips & Tricks: Metadata Explained](#)
 - [Tips & Tricks: Permissions in SharePoint](#)
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2 DOCUMENT LIFECYCLE

2.1 New Documents

2.1.1 Getting Started

To add a new controlling document to the library, the **Document Owner or Custodian** asks the **Site Owner** to create folders to house the new document as follows.

Step	Who?	Action
1	Document Owner or Custodian	Request new document number/folder, providing the following information to Site Owner: <ul style="list-style-type: none">• HSE or OPS designation• Document Title• Document Owner name

		<ul style="list-style-type: none"> • Document Custodian name
2	Site Owner	<p>Using the HSE or OPS designator, create a document folder, named using a new Document Number* and the Document Title provided.</p> <p><i>*Just add 1 to the last number in use. If the last HSE document in the library is “HSE0152,” the new document is number “HSE0153”.</i></p>
3	Site Owner	Create a “Drafts” subfolder within the document folder.
4	Site Owner	Assign permissions to the document and “Drafts” folders as described in Section 4.
5	Site Owner	Notify the Document Owner and Custodian of their new Document Number.

For more information, see :

- [Tips & Tricks: Creating New Document Folders](#) (for Site Owners)
- [Tips & Tricks: Getting Started – Revisions and New Documents](#)
- [Checklist: Start a New Document](#)
- [Tips & Tricks: Permissions in SharePoint](#)
- [Tips & Tricks: Getting Help](#)

2.1.2 Review, Approval, and Publication

Once a new document is saved in “Drafts”, it follows the same review, approval, and publication process as a major revision (see [Section 2.2](#)).

2.2 Major Revisions

2.2.1 What is a Major Revision?

Changes to scope, acceptance criteria, work/action/equipment requirements, or anything that necessitates an MOC constitute a Major Revision. The Document Owner and Custodian have overall accountability for this classification.

A Major Revision is numbered “X.0” where X is the current whole number revision +1. For example, a Major Revision to “Rev 4.3” would be “Rev 5.0”.

A Major Revision requires Document Owner Approval for publication.

2.2.2 Drafting

To draft a Major Revision, the **Document Custodian** completes the following.

Step	Action
1	Download a copy of the current, published version and upload it into the “Drafts” folder.
2	Open the draft document in “Edit” mode.
3	Update the document footer to reflect the new revision and anticipated publication month and year. Change the title on the first page and in

	the footer if necessary.
4	Turn on Track Changes in Word and make desired content updates.
5	Save changes to draft copy in SharePoint before closing file.

For more information, see:

- [Tips & Tricks: Getting Started – Revisions and New Documents](#)
- [Checklist: Start a Revision](#)
- [Tips & Tricks: Copying, Moving, and Deleting Files in SharePoint](#)

2.2.4 Review

Once the **Document Custodian** has a draft ready for peer review, they gather feedback by following the steps below.

Step	Action
1	Confirm that Track Changes is turned on for the copy in SharePoint.
2	Select the draft in SharePoint and initiate the Collect Document Reviewer Feedback workflow.
3	Once SharePoint notifies you that all Reviewers have completed their feedback tasks, incorporate their input into the document as needed.

The review workflow can be run as many times as desired, until a final draft, ready for approval and publication, is prepared.

For more information, see [Tips & Tricks: Collecting Reviewer Feedback](#).

2.2.5 Approval

Once the **Document Custodian** has a final draft prepared and saved to Drafts, they request approval by following the steps below.

Step	Action
1	Select the draft document in SharePoint and initiate the Approval Request for a New or Revised Document Workflow.
2	If SharePoint notifies you that an approver has rejected the document, you will have the option to continue with publication if their approval is not essential, or cancel the workflow and go back to the drafting and review phases if their approval is required.
3	Once SharePoint notifies you that all essential approvals are complete, proceed to the publication phase.

For more information, see [Tips & Tricks: Requesting Approval](#).

2.2.6 Publication

The **Document Custodian** is responsible for publishing the completed revision in compliance with document and record management expectations. The following aspects are crucial for correctly-recorded publication:

- Change logging and proof of approval
- Metadata update of revised file
- Publishing and declaring as a record in SharePoint

For more detailed information, see:

- [Tips & Tricks: Change Matrices](#)
 - [Tips & Tricks: Document Approval Sheets](#)
 - [Tips & Tricks: Metadata Explained](#)
 - [Tips & Tricks: Publishing Process](#)
 - [Checklist: Publish a Document](#)
-

2.3 Minor Revisions

2.3.1 What is a Minor Revision?

Changes and clarifications that do not alter document scope or requirements and do not necessitate an MOC, typo corrections, and updates to contact information, constitute a Minor Revision. The Document Owner and Custodian have overall accountability for this classification.

A Minor Revision is numbered “X.y” where X is the current whole number revision, and y is the current decimal revision +1. For example, a Minor Revision to “Rev 4.3” would be “Rev 4.4”.

A Minor Revision requires Document Custodian approval for publication.

If the changes needed constitute a minor revision, but the end of the review cycle is approaching and an approval date reset is desired, follow the process for a Major Revision, including a comprehensive review of controlling document content and sign off by the Document Owner.

2.3.2 Drafting, Review, Approval, and Publication

Minor Revisions follow the same basic process as Major Revisions.

For more detailed information, see:

- [Tips & Tricks: Getting Started – Revisions and New Documents](#)
 - [Checklist: Start a Revision](#)
 - [Tips & Tricks: Publishing Process](#)
 - [Checklist: Publish a Document](#)
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2.4 Periodic Review

2.4.1 Minimum Requirement

DW-GOM documents must be reviewed at least once every 5 years, even if the current published document revision has not in that time been found inadequate or inaccurate.

2.4.2 Tracking the Review Cycle

The following metadata fields can be viewed in the LDMP Dashboard:

- Cycle (Years)
- Last Approved Major Revision Date
- Next Review Date
- Review Status

Cycle (Years) and Last Approved Major Revision Date are used to calculate the other two columns. The Document Custodian must keep these up-to-date to track which documents will soon need or are past due for review. In addition, the Site Owners must periodically update a Days Past Due column with the current date. See [Section 4.2](#) and [Tips & Tricks: Review Cycle Update](#) for more information.

Note that Minor Revisions, with their limited review and approval requirements, should not reset these fields, regardless of how near the Next Review Date they occur. *If the changes needed constitute a minor revision, but a review cycle reset is desired, follow the process for a Major Revision, including a comprehensive review of controlling document content and sign off by the Document Owner.*

2.4.3 Periodic Review Workflow

When a document is or will soon be out of date, a Periodic Review workflow can be initiated to notify the Document Owner and Custodian and begin collecting reviewer feedback.

Reviewers are invited to recommend either revising or deleting the document. Revision will proceed as described in [Section 2.2](#). The process for deleting (retiring) a document is described in [Section 2.5](#).

2.5 Retiring Documents

2.5.1 Requesting a Deletion and Retiring a Document

When a document is deemed obsolete (because equipment or systems it covers are no longer used, its requirements have been superseded by regulatory publications, etc.), the **Document Custodian** is responsible for initiating the Approval Request to Delete workflow. **Document Owner** approval is required.

A Document Deletion Sheet will be filled out, including proof of approval to delete, and saved in the library. The controlling document itself will be deleted.

For more information, see [Tips & Tricks: Retiring Obsolete Documents](#).

3 DOCUMENT SPECIFICATIONS

3.1 Content

3.1.1 Mandatory vs. Guidance

Lean document management is centered around the concept of “need-to-have” vs. “nice-to-have”. If guidelines, best practices, and other non-mandatory information is included along with mandatory requirements, specific language must be used to differentiate these types of information, as described below.

Information	Description
Mandatory/requirements	Use the words will , must , and shall to convey mandatory requirements. A variance is required to deviate.
Guidance/recommendations	Use the words can , may , and should to convey recommendations and guidelines. A variance is not required to deviate.

Language indicating mandatory requirements and recommendations must be carefully reviewed for accuracy before approving a document.

Some documents formerly considered mandatory have been downgraded to guidance in their entirety. A guidance watermark should clearly indicate this change, though requirement language may still be used throughout.

3.1.2 Linked References

Because of the difficulty in maintaining hyperlinks to items in a dynamic SharePoint library, linked references within each document to other HSE and OPS documents have been removed. Links to sections within each document are still used to improve navigability, especially in longer documents (see [Section 3.4.1](#)).

Links to references other than DW-GOM HSE and OPS documents may be acceptable, provided they are expected to remain stable during the review cycle.

3.2 Structure/Layout

3.2.1 Lean, All-in-One Format

In the new, lean document format, information and requirements related to a topic will be captured in a single, stand-alone, Microsoft Word document, rather than a linked suite of separate PDF files.

Controlling documents previously in the suite map format have already been brought into the new format. See [Section 3.4](#) for details on how legacy document separation and numbering have been preserved.

3.2.2 Page Properties

The following page properties are set as defaults for all DW-GOM HSE/OPS documents in the Page Setup dialog:

- Paper Size: Letter (8.5" x 11")
- Orientation: Portrait
- Top Margin: 0.5"
- Bottom Margin: 0.5"
- Left Margin: 0.75"
- Right Margin: 0.5"
- Header: 0.5" from edge
- Footer: 0.5" from edge

See [Tips & Tricks: Page Layout in Word](#) for more details.

3.2.3 Inserting Exceptional Pages

Some graphics and tables cannot be fitted into default pages while maintaining readability. Individual pages can be set up differently by isolating them with section breaks before applying new page layout properties.

See [Tips & Tricks: Page Layout in Word](#) for more details.

3.3 Styles

3.3.1 Why Use Styles?

- To preserve consistent headings, lists, tables, etc., throughout a document without manually changing multiple font/paragraph settings each time.
 - So that documents written and updated by multiple authors will maintain a consistent look.
 - Hyperlinks within a document can be easily set from a drop down of headings if heading styles are correctly applied.
 - Automatic tables of contents can be built from correctly applied heading styles.
 - If in future a style change is needed, reapplication of a new template will correct documents in one step.
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3.3.2 DW-GOM HSE/OPS Styles

The image below shows the styles pre-defined for DW-GOM HSE and OPS documents. Most of these documents already have these styles applied. If not, or if creating a new document from scratch, see [Section 3.3.3](#).

The image shows a document template for 'LEAN DOCUMENT MANAGEMENT' with various styles applied. Red arrows point from style callout boxes on the left to the corresponding elements in the document. The callouts are:

- Heading 1, Document Title**: Arial, Bold, All caps 14 pt. (points to 'LEAN DOCUMENT MANAGEMENT')
- Heading 2, Document Subtitle**: Arial, Bold, All caps 14 pt. (points to '1 INTRODUCTION')
- Heading 3, Map Title**: Arial, Bold, 14 pt. (points to '1.1 Purpose and Applicability')
- Heading 4, Block Label**: Arial, Bold, 11 pt. (points to '1.1.1 Purpose')
- Normal**: Arial, Regular, 12 pt. (points to the main body text)
- Block Line**: Arial, Regular, 12 pt., 12 pt. before (points to a horizontal line)
- Bullet Text 1**: Arial, Regular, 12 pt., Hanging indent 0.13" (points to a bullet point)
- Bullet Text 2**: Same w/Left indent 0.13 (points to a bullet point)
- Table Header Text**: Arial, Bold, 12 pt. (points to the header of a table)
- Footer Bold Italic**: Arial, Bold Italics, 10 pt. (points to the footer text)
- Footer Bold**: Arial, Bold, 10 pt. (points to the footer text)
- Footer Plain**: Arial, Regular, 10 pt. (points to the footer text)
- Footer Red**: Arial, Regular, 9 pt., Red (points to the footer text)

The document content includes:

LEAN DOCUMENT MANAGEMENT

1 INTRODUCTION

1.1 Purpose and Applicability

1.1.1 Purpose

Early in 2016, documentation for UA and UA businesses was migrated from the Livelink enterprise content management platform to SharePoint. By year end 2016, the former UA Document Management Team will be completely phased out.

This document sets forth the lean process by which Health, Safety, & Environment (HSE) and Operations (OPS) documentation used in Deep Water – Gulf of Mexico will continue to be maintained and updated in SharePoint, in accordance with Shell's expectations for document management and records retention.

1.1.2 Applicability

The lean document management process **applies to**:

- Deep Water – Gulf of Mexico HSE and OPS documents
- UAX per the UAX/UAD Memorandum of Understanding

This process **excludes**:

- Project Specific Technical Standards (PSTs)
- Local or Asset-specific processes (e.g. SSTLs, LOPs)
- Documentation managed by other Shell functions, such as:
 - Health
 - HR
 - IT

2.1.1 Getting Started

To add a new controlled document to the library, the **Document Custodian or Owner** asks the **Site Administrator** to create a folder to house the new document as follows.

Step	Who?	Action
1	Site Administrator	Create a "Drafts" subfolder.
2	Site Administrator	Assign permissions to the document and drafts folders as described in Section 4.
3	Site Administrator	Notify the Document Owner and Custodian of their new Document Number.

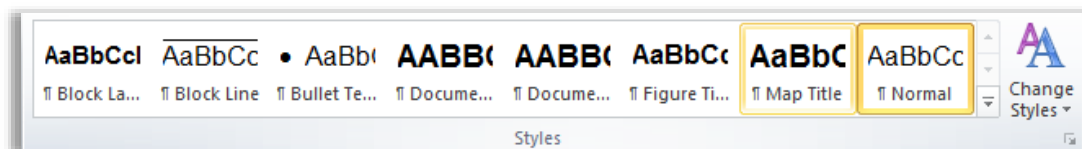
The footer contains the following information:

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3.3.3 Applying Styles

Styles can be applied through the **Styles** menu or Quick Styles Gallery, shown below and found on the **Home** ribbon in Microsoft Word.

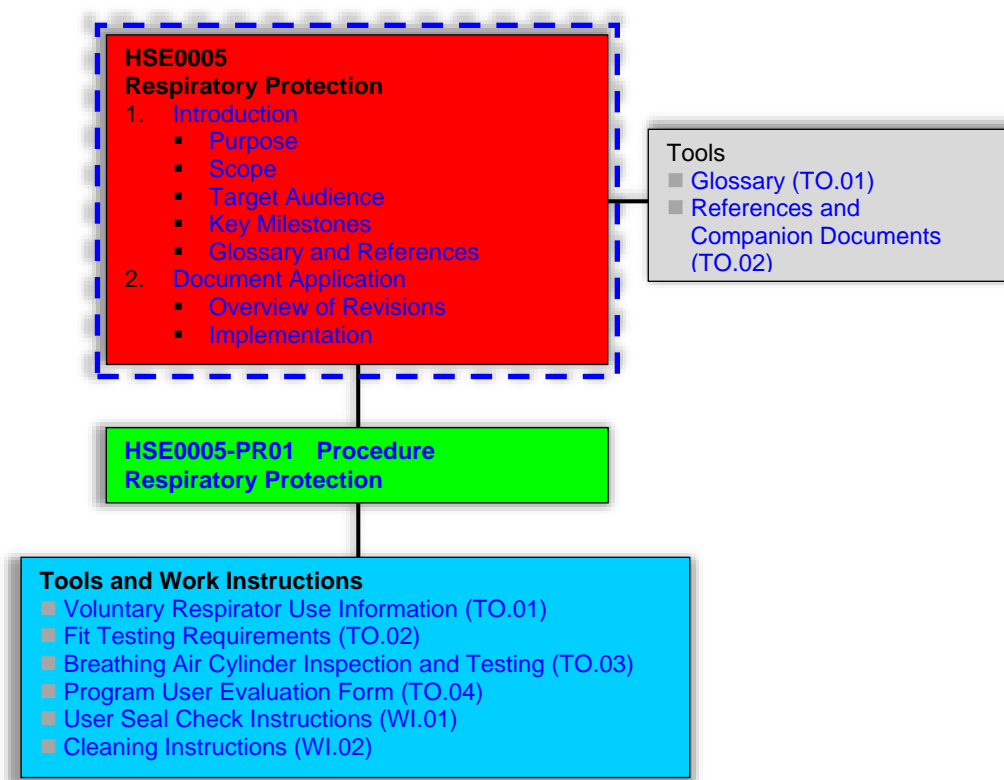


See [Tips and Tricks: Applying Styles in Word](#) for more information.

3.4 Navigation and Identification

3.4.1 Document Suite Map

Large and complex documents include a Document Suite Map (DSM) such as the one shown below, hyperlinked to headings within the document, to allow easier navigation. The DSM acts as a visual, high-level table of contents.



The DSM is drawn using inserted Microsoft Word shapes, starting with a drawing canvas to contain the DSM blocks.

The colors used in the DSM match the shading used in legacy document footers, and correspond to section or chapter types (formerly document types) listed below.

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Overview	Includes: <ul style="list-style-type: none"> • the scope of the document, • applicability, • key dates, and • high level information, as needed (background, variance, training, etc.).
Procedure	Describes: <ul style="list-style-type: none"> • how to accomplish an expectation set in a Global manual or for a DW-GOM HSE/OPS document topic, • related requirements, and • responsible parties.
Work Instructions	Step-by-step instruction to assist in completing of a task described in a Procedure.
Tools	Checklists, forms, templates, or other supplementary material used to perform tasks in a Procedure.
Guidelines	Provide non-mandatory reference information, guidance, or best practices on how to manage a work process or carry out an activity or task.

Headings listed in the DSM boxes correspond and are linked to section headings of Heading 1 style, which are described in the section below. Hyperlinks are added to navigate to those headings within the document, and some revisions may necessitate updates to these links.

See [Tips and Tricks: Hyperlinks in Word](#).

3.4.2 Initial Headings

Initial headings, with Heading 1 style applied, are used to mark the beginning of what used to be individual documents within a suite. They capture the document type (e.g. Procedure, Tool) and the document number (e.g. HSE0005-PR01, HSE0005-PR01-WI.01), as this information is no longer indicated in the document footers.

3.4.3 Footers

In order to simplify document maintenance going forward, only one footer is used for the entire all-in-one document, instead of different footers for each document in a suite. As seen in this document, the footer contains the following information:

- Scope
- Approval Date
- Document Number
- Document Title
- Page and Page Count
- Revision
- Controlling Version Reminder

When revising documents that include section breaks, footers must be checked before and after each break for accuracy.

4 LDMP DASHBOARD

4.1 Overview

4.1.1 Introducing the Dashboard View

The [Lean Document Management Dashboard & Control Panel \(LDMP Dashboard\)](#) replaces the legacy Master Inventory List spreadsheet as the one-stop tool to manage and quality-check revision control for the entire DW-GOM HSE/OPS library of documents.

Instead of being a separate Excel file that needs to be updated every time any document is revised, it is a custom view of the DW-GOM HSE/OPS library in SharePoint, and relies on both calculated and manual-entry metadata fields for each controlling document. A screen shot of the LDMP Dashboard is shown below. Detailed descriptions of metadata maintained for each controlling document are provided in [Section 4.2](#).

LDMP Dashboard											
Documents											
+ new document or drag files here											
Current View ---											
✓	📄	Name	Rev #	Document Status	Title	Doc Owner(s)	Doc Custodian(s)	Cycle (Years)	Last Approved Major Revision Date	Next Review Date	Review Status
	📄	EP.13.ST	...	1.0	Approved	Shell Contractor HSE Handbook		5.000	September, 2009	August, 2014	Out of Date
	📄	HSE0001	...	5.0	Approved	DW-GOM Document Management Manual	Guillory, Christina M SEPCO-UPD/P/SO Allen, Claude A SEPCO-UPD/P/SO	5.000	May, 2012	April, 2017	Current
	📄	HSE0004A	...	2.3	Approved	Management of Change	Ostadal, Jerry SEPCO-UPD/P/ST Hernandez, Evelio SEPCO-UPD/P/ST	5.000	February, 2014	January, 2019	Current
	📄	HSE0005	...	2.0	Approved	Respiratory Protection	Walter, Jeffrey S SEPCO-UPD/P/SO Soileau, Bart E SEPCO-UPD/P/SO	5.000	August, 2013	July, 2018	Current
	📄	HSE0006-PR01	...	1.4	Approved	GOM Local Audit Process (LAP) for the HSE/OPS BCDs	Walter, Jeffrey S SEPCO-UPD/P/SO Soileau, Bart E SEPCO-UPD/P/SO	5.000	May, 2015	April, 2020	Current
	📄	HSE0007-PR01	...	5.0	Approved	Hearing Conservation Program (HCP)	Walter, Jeffrey S SEPCO-UPD/P/SO Soileau, Bart E SEPCO-UPD/P/SO	5.000	August, 2013	July, 2018	Current

4.1.2 Primary Responsibility

Document Custodians will be responsible for updating the controlling document metadata at every revision, as captured in [Checklist: Publish a Document](#).

Site Owners will be responsible for performing or delegating a periodic QA/QC on metadata and process adherence.

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4.2 Descriptions of Controlling Document Metadata Fields

4.2.1 Overview

[Tips & Tricks: Metadata Explained](#) gives instructions on updating metadata and a brief summary of key, manually-entered metadata fields. The descriptions below include managed metadata and calculated columns, and contain details useful for Site Owners as well as Document Owners and Custodians.

4.2.2 Name

- This is the file name given to the document when uploaded or created in SharePoint.
- It is limited to 128 characters, and Windows restrictions on special characters apply.
- It must be unique to the library/folder where the document resides. It is required for all documents and folders in the library.
- Names of files and folders become part of location-based URLs, and should be kept as short as possible.
- For published controlling documents, use the document number (e.g. "HSE0001") to maintain brief, unique naming and clearly sorted views.
- Some forms list this field as "Name (linked to document with edit menu)".

4.2.3 Rev

- This is a "Number" field that defaults to one decimal place.
- It is only assigned for controlling documents.
- It indicates the current published revision of the controlling document.
- This number does not necessarily align with the version number in SharePoint.

4.2.4 Document Status

- This is a "Managed Metadata" field that allows selection from three values, "Draft", "Final", and "Approved".
- It is only updated for controlling documents.
- When a document is created, the default value is "Draft". As part of the publication process, this is updated to "Approved".

4.2.5 Title

- This is a "Single line of text" field used for controlling document or folder titles.
- The default character limit is 255.
- It is assigned for all controlling documents and document folders in the library. It is optional for other library items, such as Document Approval Sheets, and is not assigned for Drafts folders.
- This is the field used for the name of the record created in TRIM when the document is declared as a record.

4.2.6 Doc Owner(s)

- This is a "Person or Group" field that captures personnel in the Document Owner role for each controlling document.
- It only allows selection of personnel in the Global Address Book, and provides a link to their contact information in SharePoint where displayed.

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- It is only assigned for controlling documents.

Note that Person or Group fields that allow multiple selections cannot be sorted in the LDMP view, but individual names can be selected to filter the view.

4.2.7 Doc Custodian(s)

- This is a “Person or Group” field that captures personnel in the Document Custodian role for each controlling document.
- It only allows selection of personnel in the Global Address Book, and provides a link to their contact information in SharePoint where displayed.
- It is only assigned for controlling documents.

Note that Person or Group fields that allow multiple selections cannot be sorted in the LDMP view, but individual names can be selected to filter the view.

4.2.8 Additional SMEs

- This is a “Person or Group” field that captures personnel identified by Document Owners or Custodians as having an official role in revising and maintaining the controlling document.
- It only allows selection of personnel in the Global Address Book, and provides a link to their contact information in SharePoint where displayed.
- It is only assigned for controlling documents, as needed.

Note that Person or Group fields that allow multiple selections cannot be sorted in the LDMP view, but individual names can be selected to filter the view.

4.2.9 Cycle (Years)

- This is a “Number” field, and defaults to 3 decimal places (“5.000”).
- It is only assigned for controlling documents.
- This captures the desired number of years in the review cycle. It must be no greater than 5. 1 would indicate an annual review, and 0.083 can be used for monthly review.
- It is used to calculate the Cycle End Date field.

4.2.10 Last Approved Major Revision Date

- This is a “Single line of text” field.
- The preferred format is “Month YYYY”.
- It is only assigned for controlling documents.
- It is the approval date of the latest major revision, and only a major revision should result in a change to this date.
- It is used to calculate the Cycle End Date field.

4.2.13 Cycle End Date

This is not shown in the LDMP Dashboard, and is only accessible through Library Settings.

- This is a “Calculated” field.
- The result is a date in European format (“dd/mm/yyyy”).

- It is only assigned for controlling documents.
- Cycle End Date =[Last Approved Major Revision Date]+[Cycle (Years)]*365

4.2.14 Days Past Due

This is not shown in the LDMP Dashboard, and is only accessible through Library Settings.

- This is a “Calculated” field.
- The result is a whole number (positive or negative).
- It is only assigned for controlling documents.
- Days Past Due =DATEVALUE("dd/mm/yyyy")-[Cycle End Date]
where the date in quotes is the current date.
- The current date does NOT automatically update each day. It must be updated manually on a regular basis, preferably at the start of each month, to keep the fields calculated from it up-to-date. See [Tips & Tricks: Review Cycle Update](#).

4.2.11 Next Review Date

- This is a “Calculated” field.
- The result presents the Cycle End Date in “Month, YYYY” format.
- Next Review Date =CONCATENATE(TEXT([Cycle End Date],"mmmm"),",",YEAR([Cycle End Date]))

4.2.12 Review Status

- This is a “Calculated” field.
- The result is a line of text reading either, “Current,” “Due Soon,” and, “Out of Date,” based on the value of Days Past Due.
- Review Status =IF([Days Past Due]>0,"Out of Date",IF([Days Past Due]>-30,"Review Soon","Current"))
- When Days Past Due is positive, the document is out of date. When it's -30 to 0 (representing the month before the Cycle Review Date), the document needs review soon. Otherwise, the document is current.

4.2.11 TRIM Record Number

- This is a “Single line of text” field.
- It is automatically populated when a document is successfully declared into TRIM storage.
- It is assigned for every document declared as a record.
- The format is a 2-digit prefix indicating the year the record was declared, and a 9-digit, sequentially-assigned identification number (e.g. “16-005715758”).
- It can be used to search for the document record in the HP TRIM Drop Zone application, and is manually added to the “TRIM History” field to provide future access to older revisions.

4.2.12 TRIM History

- This is a “Multiple lines of text” field.
- The preferred format includes both the Rev # and TRIM Record Number (e.g. “Rev 2.2 - 16-005715758”), with each later revision added at the top of the list.
- It is only assigned for controlling documents.

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- It captures TRIM Record Numbers from one revision to the next for easy access to prior revisions in the HP TRIM Drop Zone.
- It should be updated after publication.

**4.2.13
HSE/OPS
Referenced
Docs 1/2**

- These are “Hyperlink or Picture” fields.
- These are only assigned for controlling documents, and only as needed.
- They capture links to reference views for the documents they are assigned to.
- Because of the unstable nature of URLs leading to DW-GOM HSE/OPS documents under the LDMP, hyperlinks are not included within each controlling document to other DW-GOM HSE/OPS documents. The views linked in these fields filter the library down to only internally-referenced HSE/OPS documents, providing evergreen links to these references.

**4.2.14
Comment**

- This is a “Multiple lines of text” field
- It can be assigned as needed for any item in the library.
- It is provided to capture notes for a particular document or revision as needed.
- It can be used to indicate a change of Ownership or Custodianship subsequent to (and thus not indicated in) revision approvals, or any other information that might clarify an exception to the LDMP for the document or revision.

**4.2.15
Category**

This is not shown in the LDMP Dashboard, and is only accessible through individual document properties.

- This is a “Multiple lines of text” field.
- The standard format is “Deep Water, HSE0001, Overview”, where HSE0001 is replaced with the number of the appropriate controlling document.
- It is assigned for most files, but is critical for controlling documents.
- It is used to filter the DW-GOM Controlling Documents Library into the various views created for easy user access. (For example, the document number is used to filter the end user access views for HSE and OPS documents. The “Overview” portion allows creation of views that show only the controlling documents, and not Document Approval Sheets or Change Matrices.)

5 SITE GOVERNANCE – PERMISSIONS

5.1 Overview

5.1.1 What Is Governance?

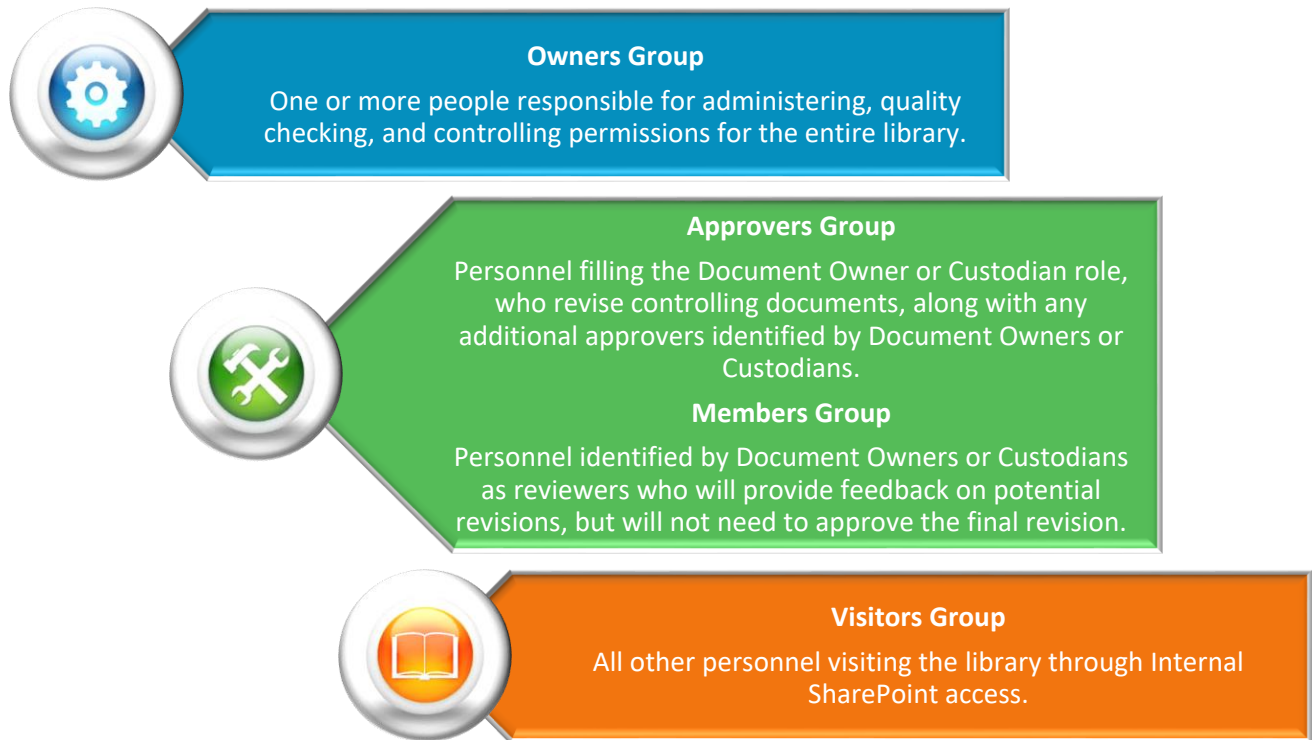
Governance is the set of policies, roles, responsibilities, and processes that control how the DW-GOM HSE/OPS libraries will be used by personnel to access and maintain controlling document content in compliance with document management and information security expectations.

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The controlled version of this “Business Control Document” resides online. Printed copies are UNCONTROLLED.		

The lean document library will be governed through permissions settings for four user groups, as well as permissions given on an individual basis, as described in this section.

5.1.2 User Groups

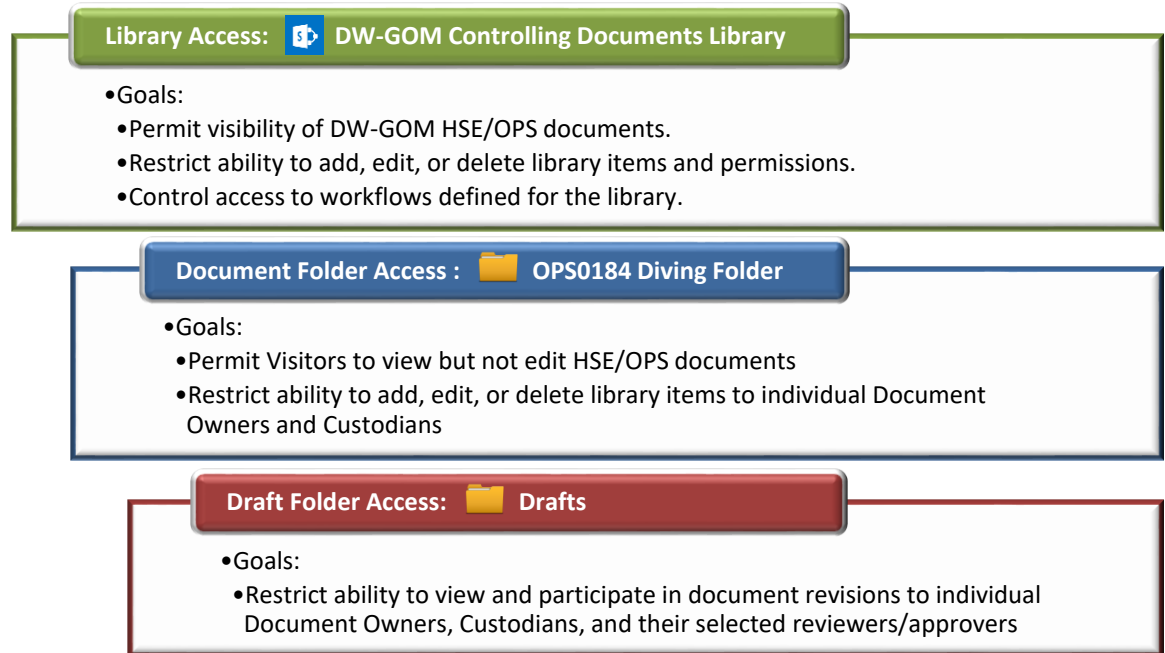
The following main user groups are defined for the DW-GOM HSE/OPS Controlling Documents library.



The Technical Owners and Restricted Readers groups are also assigned permissions at the folder level to allow additional functionality as needed, but are not actively used in the LDM Process.

5.1.3 Access Levels

The controlling documents library is organized into folders to create three levels of user access, as follows.



5.1.4 Access Types

The following SharePoint access types are used to govern what users can do at each level in the controlling documents library.

Access Type	Description*
Full Control	Permits user to add, edit, and delete library items, run workflows, create views, and manage permissions.
Functional Site Owner (FSO)	Limited version of Full Control. Allows most functionality, but cannot manage permission for library items.
Approve	Permits user to modify items, create their own views, and participate in approval workflows.
Contribute	Permits user to modify items, create their own views, and participate in review workflows.
Read	Restricts user to read-only access and limits available views.

**Official SharePoint definitions are more extensive. These descriptions simply reflect their use in the DW-GOM Controlling Documents library.*

5.2 Permission Settings

5.2.1 Permissions Matrix

The matrix below describes how permissions are set to control access to and management of the DW-GOM Controlling Documents library.

Users	Read	Contribute	Approve	FSO	Full Control
Library Access					
Owners Group (Site Owners)	--	--	--	✓	--
Approvers Group* (Document Owners and Custodians, Additional Approvers as needed)	--	--	✓	--	--
Members Group* (Document Reviewers, Approval not needed)	--	✓	--	--	--
Visitors Group	✓	--	--	--	--
Individual Access – None	--	--	--	--	--
Document Folder Access					
Owners Group	--	--	--	--	✓
Approvers Group	--	--	--	--	--
Members Group	--	--	--	--	--
Visitors Group	✓	--	--	--	--
Individual Access – Document Owner and Custodian**	--	--	--	--	✓
Drafts Folder Access					
Owners Group	--	--	--	--	✓
Approvers Group	--	--	--	--	--
Members Group	--	--	--	--	--
Visitors Group	--	--	--	--	--
Individual Access – Document Owner and Custodian**	--	--	--	--	✓
Individual Access – Approvers***	--	--	✓	--	--
Individual Access – Reviewers***	--	✓	--	--	--

* Site Owners add Document Owners, Custodians, Approvers, and Reviewers upon request.

** Individual permissions set by Site Owners when folders are created.

*** Individual permissions set by Document Owner or Custodian before initiating review/approval workflows.