

1-01/090.05 - Manual Updates

An instruction sheet shall be attached to each revision packet, which instructs the coordinator on what pages to delete or add. The instruction sheet will also include the section/subsection, or paragraphs that were revised.

As manual revisions are received at the Unit, the Unit Manuals Coordinator shall be responsible for seeing that all assigned manuals are updated and properly signed off on the manual updating record.

Failure to update the manual in a timely manner may result in employees following obsolete or incorrect procedures.

Manual Coordinators shall be responsible for updating the computerized manual each time update diskettes are received and also for signing and returning the receipt to the Manuals and Orders Unit.
