

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM			
<b>BUSINESS SUPPORT</b>		<b>BSS/IMT/005</b>	
<b>INPUTTING OF ENCLOSURES ONTO THE DMS</b>		ISSUE 002	
Approved By: <i>A Williams</i>	A Williams	Issue Date: 01/07/03	
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## 1. Purpose & Scope

1.1 The purpose of this procedure is to ensure that enclosures are input onto the DMS in a standard and consistent manner to ensure that if they need to be retrieved in the future, this can be done.

## 2. Policy

2.1 None.

## 3. Responsibilities

3.1 File holders are responsible for giving guidance to Admin staff on whether or not an item should be input onto the DMS.

3.2 The Records Manager is responsible for giving guidance on types of documentation which should or should not be input onto the DMS.

3.3 Admin staff have the following responsibilities:

- 1) To input enclosures onto the DMS.
- 2) To ensure unwanted entries are removed from the DMS.
- 3) To seek clarification from the file holder prior to input, if they are un-sure about which file the item should be on.

3.4 Admin managers are responsible for ensuring that staff tasked with doing the input are adequately trained and do so accurately and competently.

3.5 Directorate Business Support Unit (DBSU) are responsible for providing user guidance for the DMS .

3.6 File holders are responsible for advising admin staff if an enclosure needs to be removed from the DMS i.e. because they have decided it does not need to be included on a file.

## 4. Definitions

4.1 See **Annex 1**.

## **5. Procedure**

5.1 Procedures for inputting of enclosures onto the DMS are contained in the DMS User Manual.

## **6. Associated Documents**

6.1 DMS User Manual