Standard Operating Procedure (SOP)
Document Lending

SOP No.: AS-0102  Revision: 0
Department: Admin. Support Services  Date: 3/1/2007
Dept. Head Approval:  
Director Approval:  

Purpose:
The purpose of Document Lending is to allow for Project Managers and other Plant Employees to “borrow” documents from the Map Room for a limited time for their use.

Scope:
The scope of work includes but it not limited to the following:
- Requesting a document
- Locating the original drawings
- OM manuals or Specifications
- Signing the drawings
- OM manuals or Specifications out of Document Control
- Signing the drawings, OM manual or Specifications back into Document Control
- Filing the original documents

Responsibility:
It is the responsibility of Document to lend and track all drawings, OM Manuals and Specifications.

Procedure:

1. Requesting and Locating Documents:
   1.A. Documents requested can be phoned, emailed to Document Control or by someone stopping by the office.
   1.B. Work with Requestor to locate which documents are needed. Try to copy or give electronically to avoid the original leaving Document Control.
   1.C. If documents are copied, the sign out sheet does not have to be filled out and documents do not have to be returned.

2. Signing out/in the Documents:
   2.B. Enter the following:
       Date
Document Description
Requestor
Phone
Email Address
Date out
Date to be Returned
Requestor Signature (out) Have the Requestor sign for the documents
Actual Date Returned
Requestor Signature (in)

2.C. Upon return of the documents have the Requestor sign upon the return of the document

Example of spreadsheet

3. File the documents back to their original location.