

	<b>OFFICE OF MARINE AND AVIATION OPERATIONS</b> National Oceanic and Atmospheric Administration	POLICY 0250	VERSION 1.0
		EFFECTIVE DATE July 27, 2009	
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		RESPONSIBLE POSITION FSO Chief	

## CATEGORY 0200 – INSPECTIONS

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### 1. Purpose

- 1.1 This policy provides the Office of Marine and Aviation Operations requirement that all inspection documents are to be maintained within 'Category 0200 – Audits and Inspections' of the Document Management System (DMS).
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### 2. Scope

- 2.1 This policy applies for all inspections and information relevant to the inspection process that is required to ensure the appropriate administration of programs, operations, and procedures.
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### 3. Definitions

<b>Policy</b>	Overarching direction or principle of action to be followed by all departments of an organization when performing any function. (Policies are considered the top level (1) in the document hierarchy.)
<b>Procedure</b>	Specified way to carry out an activity or a process. (Procedures are level two (2) in the document hierarchy.)
<b>Instructions</b>	Detailed, often step-by-step, documentation which describes how to perform a specific task. (Instructions are level three (3) in the document hierarchy.)

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### 4. Policy

- 4.1 All inspection policies, procedures, instructions, and other relevant information shall be maintained within 'Category 0200 – Audits and Inspections' of the DMS to ensure valid documents are controlled and available, changes to documents are reviewed and approved by authorized personnel, and obsolete documents are removed.
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### 5. Guidance

Associated procedures will provide guidance.

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**6. Responsibilities**

No responsibilities associated with this policy.

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**7. References**

No references associated with this policy

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**8. Authority**

OMAO Policy 0101 – Document Management System

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**9. Effect on Other Documents**

None.