Document Reaffirmation

The Document Reaffirmation concept

EDMS document statuses such as “In Work”, “Under Approval” or “Released” indicate the stage a document is in its lifecycle. When Released, a document is considered finalised, complete and valid. Documents such as Quality Assurance Plans, Safety Files, Training Materials and many others stay “Released” for long periods of time, often years. Consequently, the validity of the content of the document after such a period of time can be questioned.

EDMS offers the ‘Document Reaffirmation’ functionality, used to reaffirm the validity of a document once it is Released. (Re)affirming Released documents allows you to indicate, and thus communicate to other EDMS users, that the document’s validity has been reviewed and reaffirmed and the date when this happened.

Additionally, the functionality allows you to set a future date on which to receive an automatic e-mail notification to review and reaffirm or cancel the validity of the document.

If the document is no longer valid, its status should be changed to an ‘Obsolete’ one and a new version may be created if needed. In addition to that, if a document’s state is changed to an ‘Obsolete’ one before the date of a reaffirmation reminder, the reminder will not be sent.
How to use the ‘Document Reaffirmation’ functionality

Once a document is “Released”, you will notice that the Last Modified on date will be the date of Release. Additionally, the ‘Reaffirm document’ button will become active in the ‘More’ menu. This button is available for anyone who has read access to the document.

Once clicked, the ‘Reaffirm document’ button performs two actions. Firstly, EDMS sets the Reaffirmed on date to today’s date. Secondly, you are prompted to specify when you would like to receive an automatic notification from EDMS to review the content.

As such, you can use the functionality to reaffirm a document after it has been released and/or remind yourself to review the document at a given time after its release or last reaffirmation.

Note that in case the person who set the review reminder leaves CERN, EDMS will reroute the notification to the EDMS Local Administrators responsible for the Department/Group of the employee.

In case you have any suggestions, remarks or questions about the EDMS Document Reaffirmation functionality, please do not hesitate to contact us at EDMS.Support@cern.ch