

Finding a CMS Document

The CMS portal shown in figure 1 below was developed to replicate the CRL Organisation.

The screenshot displays the CMS Portal interface. At the top left is the Crossrail logo and the text 'CMS'. To the right are 'Home' and 'Help' buttons, and a search box labeled 'Search CMS'. Below the header is a green bar for 'PDA, Requirements and Agreements'. The main content area is divided into 'Corporate Functions' (Corporate Governance, External Affairs, Talent & Resources, Commercial), 'Programme' (Specialist: Health & Safety, Technical, Strategic Projects; Delivery: Central Section Delivery, Surface), and 'Operations' (Operations, Rolling Stock & Depot). At the bottom is a 'Support Functions' bar (Programme Controls, Land & Property, IT, Finance). On the right is a 'Current List : Technical' table with columns 'Name' and 'New'. The table lists various document categories like 'Integration - Technical Assurance', 'Integration - Engineering Safety Management', 'Integration - O&M Interface', 'Quality', and 'Audit', each with sub-items like 'Procedures', 'Forms and Templates', 'Guidance Notes', and 'Department Plans Manual & Strategies'. The 'Technical' box in the Programme menu and the 'Quality' row in the Current List are circled in red.

Current List : Technical	
Name	New
Procedures	
Forms and Templates	
Department Plans Manual & Strategies	
Guidance Notes	
Integration - Technical Assurance	☆
Guidance Notes	☆
Procedures	☆
Department Plans Manual & Strategies	
Forms and Templates	☆
Integration - Engineering Safety Management	
Department Plans Manual & Strategies	
Procedures	
Guidance Notes	
Integration - O&M Interface	
Guidance Notes	
Department Plans Manual & Strategies	
Procedures	
Forms and Templates	
Quality	☆
Forms and Templates	☆
Department Plans Manual & Strategies	
Procedures	☆
Guidance Notes	
Audit	☆
Procedures	☆
Department Plans Manual & Strategies	
Forms and Templates	

Figure 1 – CMS Portal - Showing 'Technical box' and Quality section of CMS

Documents were locatable in two ways, either by entering part of the document title, number, category, code or department into the search box at the top of the screen - See figure 1.

Alternatively the relevant part of the organisation could be chosen and then a list of associated Departments and their documents would appear from the search results in the "Current List" area shown on the right hand side of figure 1. Within this "Current List" area any of the lines returned could be selected which enabled sight of either all documents associated within an organisational unit, or within a particular department / CMS category.

For example in figure 1 above, the 'Technical' box has been selected showing the Departments within the Technical Directorate ie Integration, Quality, Audit etc... The 'Quality' line has then been chosen listing the Quality documents as shown in figure 2 below.

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Document Title	Document Number	Document Category	CMS Code	Department	Date Updated
(QIEP) CAT 1 NCR - Incident Investigation Report	CRL1-XRL-O4-ZTM-CR001-50039	Forms and Templates	CMS10.12	Quality	30/11/2016
CMS Comment Sheet	CR-XRL-O4-ZTM-CR001-50004	Forms and Templates	CMS10.12	Quality	27/06/2016
CMS Document Template	CR-XRL-O4-ZTM-CR001-00001	Forms and Templates	CMS10.12	Quality	20/07/2015
CMS Document Template - Excel - all sizes and orientation	CR-XRL-O4-ZTM-CR001-50015	Forms and Templates	CMS10.12	Quality	24/02/2016
CMS Document Template - No Document History	CR-XRL-O4-ZTM-CR001-50005	Forms and Templates	CMS10.12	Quality	20/07/2015
CMS Document Template - No Document History - A3 Landscape	CR-XRL-O4-ZTM-CR001-50013	Forms and Templates	CMS10.12	Quality	20/07/2015
CMS Document Template - No Document History - A3 Portrait	CR-XRL-O4-ZTM-CR001-50014	Forms and Templates	CMS10.12	Quality	20/07/2015
CMS Document Template - No Document History - A4 Landscape	CR-XRL-O4-ZTM-CR001-50012	Forms and Templates	CMS10.12	Quality	20/07/2015
Completion of the Works (Project Manager's Duties)	CRL1-XRL-O4-GPD-CR001-50017	Procedures	CMS10.12	Quality	16/09/2015
CRL Internal Nonconformance (NCR) Register	CRL1-XRL-O4-LRG-CR001-50003	Forms and Templates	CMS10.12	Quality	02/03/2015
Crossrail Management System (CMS) Document Approval Register	CR-XRL-O4-LRG-CR001-50001	Forms and Templates	CMS10.12	Quality	20/10/2016
Crossrail Management system (CMS) Manual	CR-XRL-O4-GML-CR001-50001	Department Plans Manual & Strategies	CMS10.12	Quality	27/05/2016
Crossrail Management System (CMS) Procedure	CR-XRL-O4-GPR-CR001-00003	Procedures	CMS10.12	Quality	20/10/2016
Crossrail Management System (CMS) Step by Step Guide	CR-XRL-O4-GUI-CR001-50001	Guidance Notes	CMS10.12	Quality	02/02/2015
Crossrail Third Party Sectional Completion, Works Acceptance, Bringing Into Use and Handover Certificate	CRL1-XRL-O4-ZFM-CR001-50010	Forms and Templates	CMS10.12	Quality	20/07/2016
Employer's Completion Process	CRL1-XRL-O4-GPD-CR001-50018	Procedures	CMS10.12	Quality	05/12/2016
Flow Chart Template	CRL1-XRL-Z-ZTM-CR001-50040	Forms and Templates	CMS10.12	Quality	27/06/2016
Form C0 - Employer's Completion Process Notification	CRL1-XRL-O4-ZTM-CR001-50015	Forms and Templates	CMS10.12	Quality	05/12/2016
Form C1 - Contract Closeout Checklist - Health and Safety	CRL1-XRL-O4-ZTM-CR001-50016	Forms and Templates	CMS10.12	Quality	05/12/2016
Form C10 - Contract Closeout Checklist - Third Party Agreements	CRL1-XRL-O4-ZTM-CR001-50037	Forms and Templates	CMS10.12	Quality	20/07/2016
Form C2 - Contract Closeout Checklist - Technical Compliance	CRL1-XRL-O4-ZTM-CR001-50017	Forms and Templates	CMS10.12	Quality	20/07/2016
Form C20 - Contract Closeout Checklist - Completion	CRL1-XRL-O4-ZTM-CR001-50024	Forms and Templates	CMS10.12	Quality	05/12/2016
Form C3 - Contract Closeout Checklist - Planning, Heritage and Highways	CRL1-XRL-O4-ZTM-CR001-50018	Forms and Templates	CMS10.12	Quality	16/09/2015
Form C30 - Authorisation to Accept Whole Contract Construction Certificate	CRL1-XRL-O4-ZFM-CR001-50005	Forms and Templates	CMS10.12	Quality	05/12/2016

Figure 2 – CMS Portal - Quality Documents

A specific document could then be selected, in this example the Crossrail Management System Manual has been chosen. This linked to the eB (EDMS) page as shown below in figure 3 and from there the document could be viewed as shown in figure 4.

CR-XRL-O4-GML-CR001-50001

Number: CR-XRL-O4-GML-CR001-50001
Revision: 2.0

Title: Crossrail Management system (CMS) Manual

Class: Manual
Date Effective: 27/06/2016

Approval Status: Approved
Change Controlled: No

Remarks: Supersedes - CRL1-XRL-O4-GML-CR001_Z-50001

Superseded: No

Document Status: Current
Deliverable: No
Security Classification: Restricted

Date Actual: 27/06/2016 00:00:00
Discipline: O4 - Quality Management
Suitability Status: Fit for Implementation

Warning: No Warnings

Copies: Document Relationships

Files:

Actions	File Name	Application Name	Status	File Size	Description	Checked Out	Page Size
	Crossrail Management System (CMS) Manual - CR-XRL-O4-GML-CR001-50001.pdf	APPLICATION/PDF	Ready	368Kb		No	

Structures:

Relationship	Code	Description	Group Number	Revision	Class
CMS Structure	CMS10.12	Quality	CMS10	1.0	Structures\Crossrail Management System

Work Orders:

Code	Name	Description	Approval Status	Status	Subject Data
CMS-REV-001718	CR-XRL-O4-GML-CR001-50001 (2.0)			Complete	True

Figure 3 – CMS Portal - eB Page: CMS Manual showing 'CMS Structure' code and 'Work Order' reference code.

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QUALITY

Crossrail Management System (CMS) Manual

Document Number: CR-XRL-O4-GML-CR001-50001

Current Document History:

Revision:	Effective Date:	Author(s) (*Owner* in eB *)	Reviewed by: (*Checked by* in eB *)	Approved by:	Reason for Issue:
2.0	27/06/2016	Tim West	Aram Storzaker	Chris Titterton	2 year review

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Figure 4 – CMS Portal - CMS Manual document view