



Section Operating Procedure

ISO 9001 – ASQ Pittsburgh Section

Document #:

ASQPS-003

Rev.:

0

Title:

Web Site Maintenance

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REVISION HISTORY

Rev	Description of Change	Author	Effective Date
0	Initial Release	Doug Hagy	1/27/07

REFERENCE DOCUMENTS


Document Number	Document Title
ASQPS-000	ASQ Pittsburgh Section Quality Manual, Section TBD

1. Purpose

This procedure defines the techniques used to ensure that the section web site is kept current; using consistency in conventions and practice.

2. Definitions and Acronyms

- 2.1 Author Person designated to create or revise a document or Quality System data.
- 2.2 Data Quality System information used to control the process that affects the final product (e.g. reference values, benchmarks).
- 2.3 Document Quality System procedure, work instruction, manual, or associated form which is used to control the processes that affect the quality of the final product.
- 2.4 Master List List which identifies the Quality System documents and data and includes current revision status. This list can be found at...
<http://http://www.asqpgh.org/proced.html>.
- 2.5 Web Master The person appointed to perform maintenance of the ASQ Pittsburgh Section web site.

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3. Web Site Maintenance

- 3.1 Attachment 1 “Web Site Components and Maintenance Notes” names web pages and provides guidance on the maintenance typically required by each web page.
- 3.2 As web pages are modified, the person performing the maintenance will ensure that at least one, and not more than three, previous generation versions of the web page are kept on the ISP web server. This facilitates returning to a previous version of the web page if changes made are not acceptable.
- 3.3 The web site uses a drop down menu capability displayed on each web page. The menu is configured and maintained by the section’s ISP. Any changes to the menu system will be performed by the Web Master submitting a request for the changes to the section’s ISP.
- 3.4 Section members may submit material to the Web Master for posting to the web site. Members wishing to submit photos, text from published sources, or any other material that may be someone else’s property, must first sign a web content provider agreement (See Attachment 2 – ASQ Pittsburgh Section Web Content Provider Agreement). Once the Web Master has this signed form on file, the Web Master may accept such materials from members.
- 3.5 The Web Master may permit other section members to assist with web site maintenance. Prior to providing members with the IP Address and password for web site maintenance, the Web Master will obtain a signed copy of the web site maintenance resource agreement (See Attachment 3 - ASQ Pittsburgh Section Web Site Maintenance Resource Agreement)
- 3.6 Though the Section Web Master has latitude to influence style of material posted to section web pages; any significant departure from the current look and feel of the web site must be approved by the ASQ Pittsburgh Section Executive Committee before such changes are made.



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Attachment 1
Web Site Components and Maintenance Notes

Web Page Name	Web Page Description	Maintenance Notes
about.html	About the ASQ Pittsburgh Section	Stable, low maintenance, page.
certs.html	Section 'Certification' web page. Provides contact info for the section Certification Chair.	Stable, low maintenance, page. Contact info changes when a new Certification Chair takes office. (usually July 01 each year)
contact.html	Contact ASQ Pittsburgh Section	Stable, low maintenance, page. Contact info changes when a new Chair takes office. (July 01 each year)
ctp.html	Education - Certified Calibration Technician Preparation course description.	Stable, low maintenance, page.
ed.html	Section 'Education' Web Page	Maintained at least twice per year. The Education Chair occasionally provides updates to the section course schedule.
emails.html	Email opt-in Page	Stable, low maintenance, page. This page provides instruction for opting in to section email distribution.
exec.html	ASQ Pittsburgh Section Exec Committee contact info.	Stable, low maintenance, page. Content changes when new Exec Committee takes office. (July 01 each year)
index.html	Web Site Home Page	Stable, low maintenance, page. Occasionally, a major announcement appears on this page for a short while.
jobskrsquality.htm	Quality Job Seekers page.	This page is maintained by the Placement Chair.
jobskrsreliability.htm	Reliability Job Seekers page.	This page is maintained by the Placement Chair.
links.html	Links page.	Stable, low maintenance, page. As useful links are identified, they are added to this page.



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members.html	Member special interest page.	Stable, low maintenance, page. As items of general interest to section members are identified, they are added to this page.
monrdir.html	Directions to the Westinghouse Energy Center, Monroeville PA.	Stable, low maintenance, page.
news.html	Section Newsletters	Stable, low maintenance, web page. The Newsletter Chair send newsletters to the webmaster approx every other month. The newsletters are converted to .pdf format and posted to this page.
placement.html	Section Placement Home Page	Stable, low maintenance, web page.
proced.html	Section Procedures	This page is under development. It is currently maintained by Doug Hagy as new procedures are being developed and approved for day-to-day use.
prognose.html	Past Programs	Updated once or twice monthly. As programs are delivered, they are removed from program.html and added to this page. A cut and paste maintenance operation.
program.html	Upcoming Programs	Updated once or twice monthly. New program events are added as program chairs announce new events. As programs are delivered, they are removed from this page and placed on prognose.html.
qap.html	Education - Quality Auditor Preparation course description.	Stable, low maintenance, page.
qep.html	Education - Quality Engineer Preparation course description.	Stable, low maintenance, page.
qin.html	Education - Quality Inspector / Tech Preparation course	Stable, low maintenance, page.



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	description.	
qoe.html	Education - Manager of Quality/Organization Excellence Preparation course description.	Stable, low maintenance, page.
qpap.html	Education - Quality Process Analyst Preparation course description.	Stable, low maintenance, page.
specialiss.html	Special Interests and Services. Described the LeanSigma Focus Group and Quality Auditing services.	Stable, low maintenance, web page. When LeanSigma Focus Group or Audit Chair info changes, the contact info in this page is revised.
sqep.html	Education - Software Quality Engineer Preparation course description.	Stable, low maintenance, page.
ssph.html	Education - Black Belt Six Sigma Preparation for Healthcare course description.	Stable, low maintenance, page.
whatsnew.html	Displays Quality News items made available via a news feed from ASQ.	This page updates continuously under control of Doug Hagy's Linux server. This will likely be soon retired and replaced by a direct link to ASQ National's Quality News page.

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Attachment 2

ASQ Pittsburgh Section Web Site Content Provider Agreement

To Be Signed, And Returned To The Section Web Master, By All Who Seek Authorization To Provide Content For Use On The ASQ Pittsburgh Section Web Site

In exchange for authorization to provide content for posting to the ASQ Pittsburgh Section Web Site, I agree to the following:

1. I will submit maintenance requests to the section Web Master (who may then dispatch the request to a designated web maintenance resource person). See the section web site for the email address of the section Web Master.
2. I will send all requested changes in an electronic format; to include the exact web site location where the change is to be applied.
3. I am responsible for obtaining and providing copyright clearance for any material I provide for posting to the web site. I acknowledge that web maintenance personnel are not responsible for obtaining these clearances.
4. I understand that content I provide is not protected from theft or misuse by web site visitors. I understand that any content I provide for posting is provided at my own risk.

Agreed to on this Date: _____

Printed Name: _____

Signature: _____

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Attachment 3

ASQ Pittsburgh Section Web Site Maintenance Resource Agreement

To Be Signed, And Returned To The Section Web Master, By All Who Seek Authorization To Perform Web Maintenance

In exchange for authorization to perform maintenance on the ASQ Pittsburgh Section Web Site, I agree to the following:

1. The password and IP address provided to me, to equip me to perform web site maintenance, will not be disclosed to anyone under any circumstance.
2. I agree to not access the control panel related to the section web service account for any reason unless instructed to do so by the section Web Master.
3. When provided with authorization and information needed to perform web site maintenance, I understand that a list of web pages I am authorized to maintain will be provided. I agree to not alter any web pages other than those for which I have received written authorization.
4. The web site is comprised of web pages that use simple, neat, HTML. The site is designed to be maintained by personnel having basic familiarity with HTML tags and HTML structure. As such, sophisticated web maintenance tools should not be required to make changes to site web pages. If I choose to use a web development tool that generates HTML for me, rather than directly maintaining the HTML myself, I agree to inspect the HTML that is generated by the tool and remove superfluous tags and complex structures generated by the tool to ensure that site web pages are neat, simple, and syntactically correct.
5. I agree to modify web pages in such a way as to maintain consistent look and feel among them. Changes I make to web pages will not alter standard controls and motifs established when the web pages were originally created.
6. Links to web sites outside of the ASQ Pittsburgh Section web site must be approved in advance by the section Web Master,
7. I will only accept change requests and web content from the section Web Master or individuals who have authority to provide content or request changes as evidenced by their signed **“ASQ Pittsburgh Section Web Site Content Provider Agreement”** on file with the section Web Master.
8. I will base web file modifications on current production versions of web files. Recognizing that others may have changed web files since I last worked on them, I will not trust any copies of web files that I may have to be current. Before saving my modifications to the web server, I will rename current production versions, of affected files on the server, using the history numbering / naming convention currently in effect.
9. When a change request is received, if the requested change cannot be made promptly, I will send a confirming email to the requestor stating the request has been received and provide the requestor with an estimated completion date for the change. When requested changes are completed, I will send an email to the requestor stating the request has been completed.
10. If, for any reason, the section Web Master notifies me verbally or electronically that my web site maintenance privileges are revoked, I will cease all web site maintenance activity immediately.

Agreed to on this Date: _____

Printed Name: _____

Signature: _____

ASQ Pittsburgh Section Web Site Maintenance Resource Agreement revised 11/22/2005