REDACTED

Your Logo

Your Company Name

Add to Cart

DOCUMENT CONTROL

Origination Date: XXXX

Document Identifier:	Document Control
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes procedures for controlling documents.

[redacted]

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This procedure defines the requirements for the control of documents within the quality management system (QMS). The scope of this procedure is to control documents specifically defined in section 3.0. The Document Control Center ensures that documents are controlled so that information on them is accessible, legible and suitably maintained and obsolete documents are stamped “Superseded”.

The following documents are not subject to this procedure:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

2.0 THEORY

Documents must be controlled so that only reviewed and approved information is released and used by employees. This ensures that no mistakes are made due to the usage of obsolete information.

3.0 DOCUMENT TYPES

3.1. Quality Manual: this document provides the primary Corporate Vision Statement and Governing Policies including the Quality Policy and/or Environmental Policy. It also defines top-level requirements for the quality management system and defines how the Company meets the requirements of international standards such as [redacted].

3.2. QMS Procedures: these documents provide [redacted]

3.3. General Work Instructions: these documents provide [redacted]

3.4. Inspection Instructions: these documents are [redacted]

3.5. Forms: these documents are [redacted]

3.6. Records that are created for temporary retention of miscellaneous information are [redacted]

[redacted]

4.0 QUALITY MANUAL

4.1. Creating the Quality Manual

The Quality Manual has been developed by top management of the Company, which includes the Company's Vision and Governing Policies.

4.2. Review and Approval

The Quality Manual is reviewed and approved by top management before release. Approval is indicated by [redacted].

4.3. Distribution

The Quality Manual is distributed electronically through the Company's internet server.

The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]

In some cases, a hardcopy of the Quality Manual may be given to an employee, department or Customer. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA).

Each employee must [redacted]

4.4. Change Control

Any employee may request a change to the Quality Manual. Requests for changes may be made by [redacted]

5.0 QUALITY MANAGEMENT SYSTEM PROCEDURES

5.1. Creating New QMS Procedures

QMS procedures should be created as soft files (MS Word, etc.). It is recommended that files of a similar type [redacted]

5.2. Review and Approval

QMS Procedures are to be reviewed and approved by top management. At least one member of top management that is responsible for reviewing the document should be responsible for the area affected by the document. Approval is indicated by [redacted]

5.3. Distribution

QMS procedures are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]

In some cases, a hardcopy of the procedure may be given to an employee, department or Customer. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA). Each employee mus

5.4. Change Control

Changes to QMS procedures are performed in the same manner as the Quality Manual.

6.0 GENERAL WORK INSTRUCTIONS

6.1. Creating New Work Instructions

Where necessary, work affecting quality is described by clear and complete documented work instructions that define what is required to perform specific work functions. Typically, new work instructions are developed by or under the supervision of an area manager or subject matter expert. Work instructions should be created as soft files (i.e., MS Word, etc) and then submitted to the Configuration Control Board (CCB) for review and approval. Work instructions should include, as applicable:

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:

Engineering may develop work instructions that are specific to a given job, which are released and controlled as part of the technical documentation and subject to the controls of the Configuration Management Procedure - not this procedure. Their format may be different from general work instructions.

6.2. Review and Approval

Work instructions must be reviewed and approved by the CCB. At least one member of the CCB responsible for reviewing the document should be responsible for the area affected by the document. Approval is indicated by

6.3. Distribution

General work instructions are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are

In some cases, a hardcopy of the work instruction may be given to an employee, department or Customer. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA). Each employee must

6.4. Change Control

Changes to general work instructions are performed in the same manner as the Quality Manual. When general work instructions are changed, the revision history table is updated and the revision indicator advanced.

7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions

New inspection instructions are developed by or under the supervision of the Quality Manager using requirements from [redacted]

NOTE REGARDING JOB SPECIFIC INSPECTION INSTRUCTIONS:

Engineering may develop inspection instructions that are specific to a given job, which are released and controlled as part of the technical documentation and subject to the controls of the Configuration Management Procedure - not this procedure. Their format may be different from general work instructions.

7.2. Review and Approval

Approval is indicated by [redacted]

7.3. Distribution

Inspection instructions are distributed electronically through the Company's internet server and/or intranet. The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are not available for general access.

In some cases, a hardcopy of the inspection instruction may be given to an employee, department or Customer. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA). Each employee must [redacted]

7.4. Change Control

Any employee may request a change to inspection instructions by completing a Request for Change form and submitting it to the Quality Manager. All changes to inspection instructions go through the same review and approval as the original release. When changes are approved the revision indicator is [redacted]

8.0 FORMS

8.1. Creating New Forms

Forms undergo a streamlined creation and control process. Any department manager or area supervisor may develop a new form for use in their area. The form should be created in software format (MS word, Excel, etc) and then submitted to the appropriate department manager for review and approval. Forms are a special kind of document that may be [redacted]

8.2. Review and Approval

Forms may be reviewed and approved by the manager of the department or area primarily affected by the form. Forms do not require a signature approval; instead, the manager approving the form shall notify the Responsible Authority of the approval by providing one software copy of the form for upload onto the Company's internet server and/or intranet in the current forms directory. It is the appropriate manager's responsibility to [redacted]

[redacted]

8.3. Distribution

Forms are made available through the Company's internet server, intranet or Document Control Center. These may be printed and photocopied as needed. When hardcopies run out, [redacted]

8.4. Change Control

Any employee may submit a request for change to the appropriate area manager responsible for the form and the manager will determine if the form should be revised. Revised forms go through the same review and approval as originals but must have their revision indicator advanced. [redacted]

9.0 EXTERNAL DOCUMENTS

9.1. Some external (third party) standards or specifications may be maintained on file without control provided that the revision indicator is evident somewhere in the document. This is necessary because [redacted]

9.2. Third party specifications and engineering drawings, including those of the Customer, are controlled according to the ***QMS-02 Configuration Management Procedure***. Where control of an external document is deemed necessary, they shall be made available by the Document Control Center, which shall [redacted]

10.0 PERIODIC RE-EVALUATION OF DOCUMENTS

The entire set of quality documentation is subject to continuous improvement. Change control documents are filed as needed to request changes or updates.

[redacted]