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CONTROL OF DOCUMENTED INFORMATION PROCEDURE

Origination Date: XXXX

Document Identifier:	QMS-01 Control of Documented Information Procedure
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.

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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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 following documents are not subject to this procedure:

- [redacted]
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-
-
-
-

2.0 THEORY

Documents must be controlled so that only reviewed and approved information is released and used by employees. This ensures [redacted]

3.0 DOCUMENT TYPES

The Document Control Center maintains documented information to ensure [redacted]

3.1. Quality Handbook: [redacted]

3.2. QMS Procedures: [redacted]

3.3. General Work Instructions: [redacted]

3.4. Inspection Instructions: [redacted]

3.5. Forms: [redacted]

Any department manager or area supervisor [redacted]

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

4.0 QUALITY HANDBOOK

4.1. Creating the Quality Handbook

The Quality Handbook has been established by top management of the Company, which includes [redacted]

4.2. Review and Approval

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

4.3. Distribution

The Quality Handbook is distributed electronically through the Company's internet server.
The Document Control Center may [redacted]
In some cases, a hardcopy of the Quality Handbook may [redacted]
Each employee must [redacted]

4.4. Change Control

Any employee may request a change to the Quality Handbook. 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 [redacted]

5.2. Review and Approval

QMS Procedures are reviewed and approved by top management. [redacted]
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 [redacted]

In some cases, a hardcopy of the procedure may [redacted] Each employee must [redacted].

5.4. Change Control

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

6.0 GENERAL WORK INSTRUCTIONS

6.1. Creating New Work Instructions

Where necessary, work affecting quality is [redacted]

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:

Engineering may develop work instructions that are specific to a given job, which [redacted]

6.2. Review and Approval

Work instructions must be reviewed and approved by [redacted]

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 [redacted]

In some cases, a hardcopy of the work instruction may [redacted] Each employee must [redacted]

6.4. Change Control

Changes to general work instructions are performed in the same manner as the Quality Handbook. When general work instructions are changed, [redacted]

7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions

New inspection instructions are developed by or under the supervision of the Responsible Authority using [redacted]

NOTE REGARDING JOB SPECIFIC INSPECTION INSTRUCTIONS:
Engineering may develop inspection instructions that are specific to a given job, which [redacted]

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 [redacted]
In some cases, a hardcopy of the inspection instruction may [redacted] Each employee must [redacted]

7.4. Change Control
Any employee may request a change to inspection instructions by [redacted]

8.0 FORMS

8.1. Creating New Forms
Forms undergo a streamlined creation and control process. Any department manager or area supervisor may [redacted]

8.2. Review and Approval
Forms may be reviewed and approved by [redacted]

8.3. Distribution

Forms are made available through the Company's internet server, intranet or Document Control Center. These may [redacted]

8.4. Change Control

Any employee may submit a ***Request for Change*** to the appropriate area manager responsible for the form and [redacted]

9.0 EXTERNAL DOCUMENTS

9.1. Some external (third party) standards or specifications may [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 [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.

11.0 CONTROL OF RECORDS

11.1 The controls for each type of record are defined in **Appendix A** of this procedure.

11.2 The listed "controller" must [redacted]

11.3 Records for active contracts are [redacted]

11.4 The Document Control Center [redacted]

11.5 Records that are discarded after retention shall [redacted]

11.6 Hardcopy records are [redacted]

11.7 Records are available for review by the Customer and copies [redacted]

11.8 Records are [redacted]

11.9 The Company does not require vendors to maintain records for the Company; instead, [redacted]

11.10 Electronic records are [redacted]

11.11 Local computer data that is stored on company computers must [redacted]

11.12 When making corrections to written record entries, the error is [redacted]

11.13 Correction fluid or correction tape is not to be used on any quality records.

Left blank intentionally

APPENDIX A: RECORD RETENTION MATRIX

Required Record or Document Type	Company Record	Controller	Type	Location	Minimum Retention
Calibration records	Calibration		Form		[redacted]
Contract review records	Contract review		Form		[redacted]
Control of nonconformities	RFS		Form		[redacted]
Corrective actions	RFS		Form		[redacted]
Design change records	Engineering order		Form		[redacted]
Design input records	Engineering order		Form		[redacted]
Design review records	Engineering order		Form		[redacted]
Design validation records	Production inspection		Form		[redacted]
Design verification records	Production inspection		Form		[redacted]
First Article Inspection	First article		Form		[redacted]
Internal audit records	Internal audit		Form		[redacted]
Lost, damaged or unsuitable Customer property	Customer property		Form		[redacted]
Management review meeting reports	Management review report		Form		[redacted]
Record of realization process	Engineering order		Form		[redacted]
Record of release of product	Production inspection		Form		[redacted]
Supplier evaluation	Supplier evaluation		Form		[redacted]
Traceability records	Production inspection		Form		[redacted]
Training records	Training record		Form		[redacted]