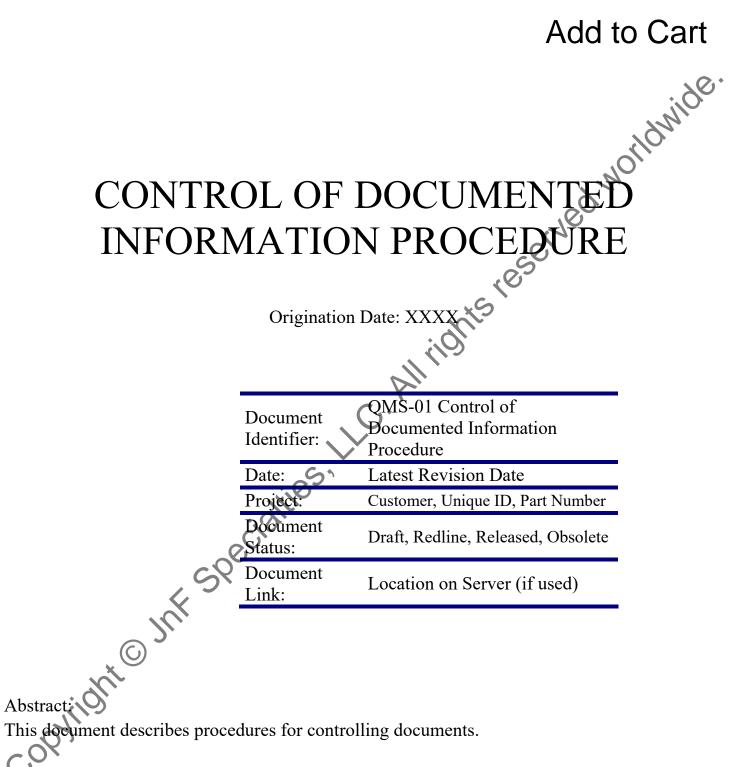
# REDACTED

# Your Logo





### **REVISION LOG**

ISION LOC	Ĵ	<u> </u>
Date	Comment	Author
		76,
		94
		NO
		Date     Comment       Image: Date     Image: Date

### DOCUMENT CHANGE RECORD

DOC	UMENT CHANGE RE	CORD
Issue	Item	Reason for Change
		$\mathcal{C}$

copyright O unt specialties, the



Rev: Orig

## **TABLE OF CONTENTS**

1.0	PURPOSE	
2.0	THEORY	4
3.0	DOCUMENT TYPES	4
4.0	QUALITY HANDBOOK	<b>0</b>
5.0	QUALITY MANAGEMENT SYSTEM PROCEDURES	
6.0	GENERAL WORK INSTRUCTIONS	6
7.0	INSPECTION INSTRUCTIONS	6
8.0	INSPECTION INSTRUCTIONS	7
9.0		
10.0		
11.0	CONTROL OF RECORDS	
Cc	NDIX A: RECORD RETENTION MATRIX	

This document expires 30 days after printing unless marked "Released". PROPRIETARY INFORMATION PAGE 3 of 10

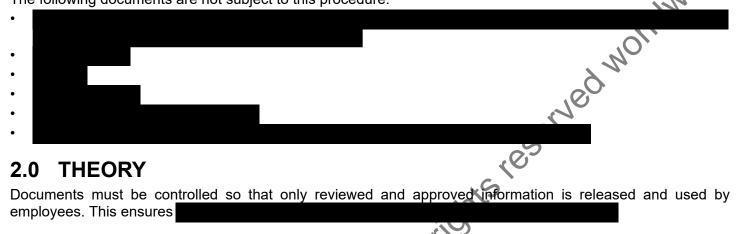
**Date Printed:** 



Rev: Orig

## 1.0 PURPOSE

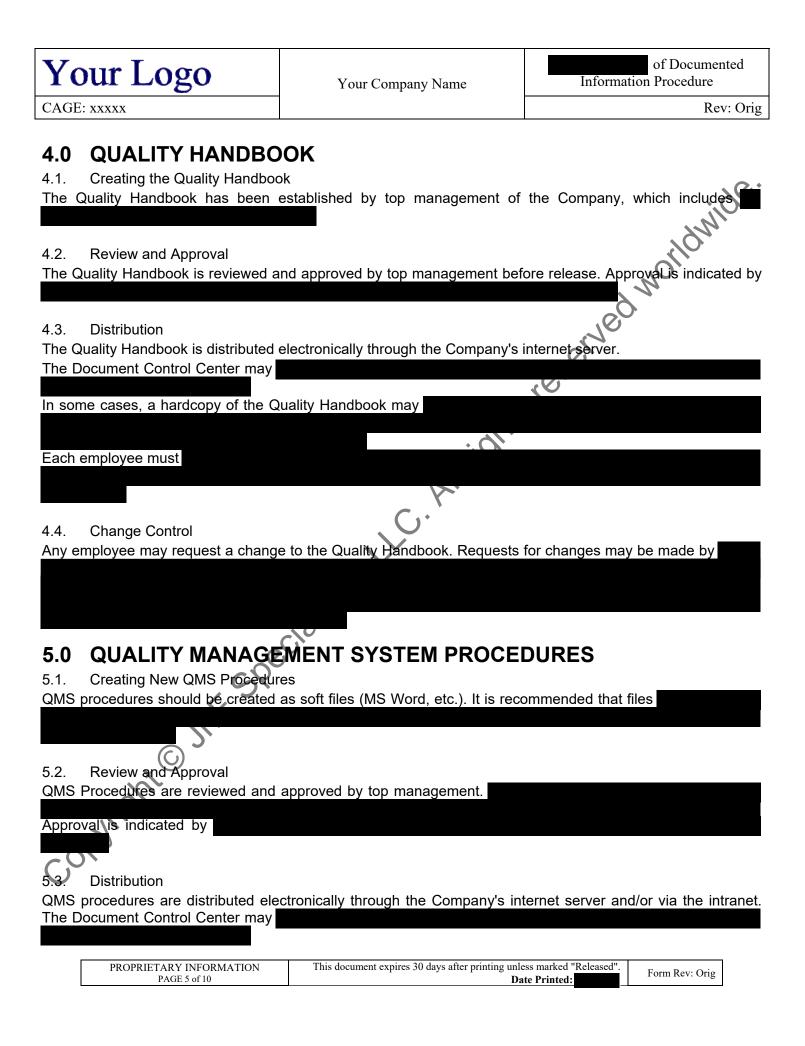
This procedure defines the requirements for the control of documents within the quality management system (QMS). The scope of this procedure is to control documents specifically defined in section 3.0. The following documents are not subject to this procedure:



# 3.0 DOCUMENT TYPES

The Document Control Center maintains documented information to ensure

3.1.	Quality Handbook:			
		.*(		
	-			
3.2.	QMS Procedures:			
<b>。</b> 。				
3.3.	General Work Instructions:			
0.4				
3.4.	Inspection Instructions:			F
				1
3.5.	Forms:			
Any de	epartment manager or area supe	ervisor	_	
$\mathbf{O}$				
3.6.	Records that are created for t	temporary retention of miscellaneous information are	2	
	PROPRIETARY INFORMATION PAGE 4 of 10	This document expires 30 days after printing unless marked "Released". Date Printed:	Form Rev: Orig	



Your	Logo
------	------

Rev: Orig

In some cases, a hardcopy of the procedure may Each employee must b.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 NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS: Engineering may develop work instructions that are specific to a given job, which 6.2. **Review and Approval** Work instructions must be reviewed and approved by  $\odot$ 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 In some cases, a hardcopy of the work instruction may Each employee must 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,

### 7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Released".	Form Pour Orig
PAGE 6 of 10	Date Printed:	Form Rev: Orig



Rev: Orig

New i	nspection instructions are deve	eloped by or under the supervision of the Responsible	e Authority using
		NSPECTION INSTRUCTIONS: instructions that are specific to a given job, which	NIO
7.2. Approx	Review and Approval val is indicated by	6	1.
7.3.	Distribution	, esel	
	tion instructions are distributed ocument Control Center may	d electronically through the Company's internet serve	er and/or intranet.
In sor	ne cases, a hardcopy of the		
		Each employee must	
7.4. Any er	Change Control nployee may request a change	to inspection instructions by	
8.0	FORMS		
8.1. Forms	Creating New Forms undergo a streamlined creation	n and control process. Any department manager or are	a supervisor may
8.2.	Review and Approval		
Forms	may be reviewed and approv	ed by	
[	PROPRIETARY INFORMATION PAGE 7 of 10	This document expires 30 days after printing unless marked "Released". Date Printed:	Form Rev: Orig

Rev: Orig

CAGE: xxxxx

#### 8.3. Distribution

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

#### 8.4. Change Control

Any employee may submit a Request for Change to the appropriate area manager responsible for the form and erveo

#### **EXTERNAL DOCUMENTS** 9.0

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

Third party specifications and engineering drawings, including those of the Customer, are controlled 9.2. according to the QMS-02 Configuration Management Procedure. Where control of an external document is



# **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

PAGE 8 of 10

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

11.2	The listed "controller" must		
ام			
11.3	Records for active contracts a	are	
C			
11.4	The Document Control Center	er	
г			
	PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Released".	Form Rev: Orig

**Date Printed:** 

	ur Logo	Your Company Name	of Documented Information Procedure
CAGE:	XXXXX		Rev: Orig
11.5 11.6	Records that are discarded af Hardcopy records are	fter retention shall	
11.7	Records are available for rev	iew by the Customer and copies	
11.8	Records are		0`
11.9		uire vendors to maintain records for	the Company; instead,
11.10	Electronic records are		
11.11	Local computer data that is st	tored on company computers must	S
		tored on company computers must	
11.12	When making corrections to v	written record entries, the error is	
11.13	Correction fluid or correction t	tape is not to be used on any quality re	ecords.
	c.oe	tape is not to be used on any quality re	
Left bla	nk intentionally		

PROPRIETARY INFORMATION PAGE 9 of 10	This document expires 30 days after printing unless marked "Released".	Form Rev: Orig
17/02 / 01/10	Date I finteu.	



# **APPENDIX A: RECORD RETENTION MATRIX**

Required Record or Document Type	Company Record	Controller	Туре	Location	Minimum Retention
Calibration records	Calibration		Form		
Contract review records	Contract review		Form		
Control of nonconformities	RFS		Form	6	
Corrective actions	RFS		Form	20	
Design change records	Engineering order		Form	Sel	
Design input records	Engineering order		Form 6	5	
Design review records	Engineering order		Form		
Design validation records	Production inspection	10	Form		
Design verification records	Production inspection	C, •	Form		
First Article Inspection	First article	$\checkmark$	Form		
Internal audit records	Internal audit	1	Form		
Lost, damaged or unsuitable Customer property	Customer property		Form		
Management review meeting reports	Management review report		Form		
Record of realization process	Engineering order		Form		
Record of release of product	Production inspection		Form		
Supplier evaluation	Supplier evaluation		Form		
Traceability records	Production inspection		Form		
Training records	Training record		Form		

# Add to Cart