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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.

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PROPRIETARY INFORMATION

This document expires 30 days after printing unless marked "Released".
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REVISION LOG

Issue	Date	Comment	Author
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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 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so that information on them is accessible, legible and suitably maintained and obsolete documents are stamped "Superseded".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: [Redacted]

3.2. QMS Procedures: [Redacted]

3.3. General Work Instructions: [Redacted]

3.4. Inspection Instructions: [Redacted]

3.5. Forms: [Redacted]

3.6. Records that are created for temporary retention of miscellaneous information are not [Redacted]

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4.0 QUALITY MANUAL

4.1. Creating the Quality Manual

[REDACTED]

4.2. Review and Approval

[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

[REDACTED]

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

[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]

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

5.4. Change Control

Changes to QMS procedures are performed in the same manner as [REDACTED]

6.0 GENERAL WORK INSTRUCTIONS

6.1. Creating New Work Instructions

Where necessary, work affecting quality is described by [REDACTED]
 [REDACTED]

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:

[REDACTED]

6.2. Review and Approval

Work instructions must be reviewed and approved by [REDACTED]
 [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 [REDACTED]
 [REDACTED]

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

6.4. Change Control

Changes to general work instructions are performed in the same manner as [REDACTED]
 [REDACTED]

7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions

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New inspection instructions are developed by or under the supervision of [REDACTED]

NOTE REGARDING JOB SPECIFIC INSPECTION INSTRUCTIONS:
[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]
[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. [REDACTED]

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

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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 [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 [REDACTED]

10.0 PERIODIC RE-EVALUATION OF DOCUMENTS

The entire set of quality documentation is subject to [REDACTED]