

Your Logo

REDACTED

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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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**REVISION LOG**

Issue	Date	Comment	Author
0-0			

**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so that information on them is accessible, legible and suitably maintained and obsolete documents are stamped "Superseded".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 are 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 Plan: [Redacted]
- 3.2. Procedures: [Redacted]
- 3.3. General Work Instructions: [Redacted]
- 3.4. Inspection Plans: [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 PLAN

### 4.1. Creating the Quality Plan

The Quality Plan has been developed by top management of the Company.

### 4.2. Review and Approval

The Quality Plan is reviewed and approved by top management before release.

### 4.3. Distribution

The Quality Plan is distributed as required by Customers and internal requirements.

The Document Control Center may

### 4.4. Change Control

Any employee may request a change to the Quality Plan. Requests for changes may be made by

## 5.0 PROCEDURES

### 5.1. Creating New Procedures

### 5.2. Review and Approval

### 5.3. Distribution

Procedures are distributed according to

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5.4. Change Control

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

**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

[REDACTED]

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:

Engineering may develop work instructions that are specific to a given job, which are released and controlled

[REDACTED]

6.2. Review and Approval

Work instructions are 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.

6.3. Distribution

General work instructions are distributed according to internal requirements. The Document Control Center may

[REDACTED]

6.4. Change Control

Changes to general work instructions are performed in the same manner as the Quality Plan. When general work instructions are changed,

[REDACTED]

**7.0 INSPECTION PLANS**

7.1. Creating New Inspection Plans

New inspection plans are developed by or under the supervision of the Quality Manager using requirements from

[REDACTED]

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7.2. Review and Approval

Approval is indicated by [REDACTED]

7.3. Distribution

Inspection plans are distributed according to internal requirements. The Document Control Center may [REDACTED]

7.4. Change Control

Any employee may request a change to inspection plans by completing a Request for Change form and [REDACTED]

## 8.0 FORMS

8.1. Creating New Forms

[REDACTED]

8.2. Review and Approval

[REDACTED]

8.3. Distribution

[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 [REDACTED]

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## 9.0 EXTERNAL DOCUMENTS

9.1. Some external (third party) standards or specifications may be maintained on file without control provided that [REDACTED]

9.2. Third party specifications and engineering drawings, including those of the Customer, are controlled according to the **Configuration Management Procedure**. Where control of an external document is deemed necessary, they shall be [REDACTED]

## 10.0 PERIODIC RE-EVALUATION OF DOCUMENTS

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

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