



EXCERPT from Procedure

1.0 Purpose

- 1.1 This procedure describes the process for controlling quality system documents.

2.0 Responsibilities

- 2.1 *Management* is responsible for assigning authors for documents.
- 2.2 The author is responsible for writing the document, creating related forms, getting a document number and submitting the document to the department manager for review.
- 2.3 *Department managers* are responsible for approving documents for their area of responsibility.
- 2.4 The network administrator is responsible for backing up the network daily.
- 2.5 *Production engineers are responsible for maintaining programs that control equipment. (If you have machine programs, controllers with programs or other software controlling your processes, the programs must be controlled.)*

3.0 Definitions

- 3.1 Procedure: Document outlining specific work processes and how the requirements of the AS9110 Rev A standard are being met.

4.0 Instructions

4.1 Approval

- 4.1.1 The author submits the documents to the *department manager and management representative* for review and approval; they sign the revision history and approval page as a record of their approval.

The Document Control Coordinator inserts the approver's initials into the electronic copies when posting approved documents to the network.

4.2 Document Identification and Distribution

- 4.2.1 All documents contain the following information:

Company name

Title

Document Number

Current Revision and Date

A unique document number



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- 4.2.2 Authors or other responsible persons obtain customer or regulatory agency approvals as required by contract or regulatory requirements.
- 4.2.3 Approved documents are submitted to the Document Control Coordinator
- 4.2.4 Hard copies are controlled by listing the distribution of the document on the master list *and printing the documents on blue paper* to indicate they are controlled. Forms may be printed on white paper.
- 4.3 Documents are reviewed during regular use and during internal audits. Documents are updated as found necessary during these reviews.
 - 4.3.1 Documents are revised to update or clarify information using the Document Change Request form.
 - 4.3.2 Revisions are made electronically and a revision summary and date of the revision recorded in the revision section of the document.

The document control coordinator uses the document revision checklist (F-423-004) to ensure that all steps are completed.
 - 4.3.3 Revisions to documents go through the preceding document approval, identification and distribution steps. Document changes are approved by an individual in the same function that performed the original review and signed the original document indicating approval.
- 4.4 Obsolete Document Disposition
 - 4.4.1 One hard copy of the obsolete document is retained and marked "Archive Copy". The document change request is retained with the archived copy.
 - 4.4.2 The archive copy is maintained in a file in the *document control area*.
 - 4.4.3 Electronic versions of obsolete documents are marked "Archive Copy" and moved to an archive electronic folder for reference use.
- 4.5 Electronic Backup
 - 4.5.1 Company ISO documentation is stored on the *company network*. An electronic backup is made *daily* by *the network administrator*.
- 4.6 Control of data
 - 4.6.1 All programs used for control of production equipment, calculations or analysis are controlled. They are listed on the software spreadsheet with revision date and location of the program.
 - 4.6.2 *Production engineers maintain programs controlling equipment in a protected file. Operators use read only copies of the programs.*

5.0 Forms and Records

5.1 F-423-001 Master Document List



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- 5.2 F-423-002 Software Inventory Spreadsheet
 - 5.3 F-423-003 Document Change Request Form
 - 5.4 F-423-004 Document Revision Checklist

6.0 Attachments

- 6.1 None

7.0 Related Documents

- 7.1 [Master Document List Work Instruction \(you may want to create this work instruction\)](#)
- 7.2 T-001 Procedure Template
- 7.3 T-002 Work Instruction Template

8.0 References

- 8.1 None