1.0 Purpose

1.1 To establish a procedure for the creation, approval, control and revision of quality system documentation.

2.0 Scope

2.1 This procedure applies to the quality system manual, quality system procedures, work instructions and quality system forms.

3.0 Responsibility and Authority

3.1 The Quality Manager or his designees are responsible for ensuring this procedure is followed, and are authorized to control all quality system documentation. The Quality Manager may designate and authorize qualified, trained personnel to carry out this procedure, as needed.

4.0 Procedure

4.1 Initiation of Documents

4.1.1 All employees are encouraged to propose new documents, procedures, forms. Employees are also encouraged to propose changes where needed.

4.2 Approval

5.2.1 Prior to release, documents are reviewed for adequacy, correctness, and conformity to quality policies. A document is considered to be formally issued when it is authorized and approved by the Quality Manager or the President. Only authorized and approved documents are entered and viewable in the Quality System folder on the company server. The Quality Manager and President are the only people with the electronic password needed to add or change documents in the quality system.

4.3 Format

4.3.1 The quality manual, procedures, and forms are maintained in an electronic format on the company server. Electronic documents are clearly labeled and organized in such a manner so they are easy to retrieve.

4.3.2 Work instructions are maintained in an electronic format on the company server.

4.4 Identification and Revisions

5.4.1 Changes to documents are reviewed and approved by the same function that approved the initial document. All controlled documents are identified with a unique title and/or code and with respect to their revision level by a letter code. Initial release is code "A", the next release is "B", and so on.

…. End of Preview