

[Company Name]

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## Management System Procedure

MSP 7.5-01

Subject: Control of Documented Information

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**Annex 1** MSF 7.5-01-01 Master List of Documents

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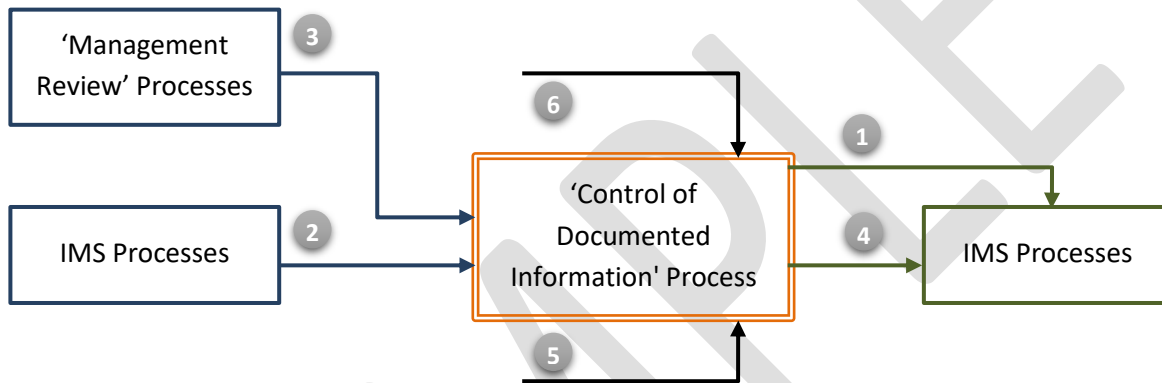
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## 4 Procedure

### 4.1. General

Process Model is provided on figure 1.



- 1 Adopted actual Quality and Environmental Policy, IMS Objectives, IMS Manual, MSP, Work Instructions, MSF, Master List of Documents, Master List of Records
- 2 Drafts of: MSP, Work Instructions, MSF. Requests for documents of external origin.
- 3 Quality and Environmental Policy, IMS Objectives, IMS Manual, Requests for documents of external origin.
- 4 Documents of external origin.
- 5
  - QA Department personnel;
  - QA Department infrastructure, including commercial quality file cabinets;
  - Organization's server, software
  - Process owners' personal computers
  - Process budget
- 6 MSP 7.5-01 Control of Documented Information

Fig. 1 'Control of Documented Information' Process Model

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Annual budget of 'Control of Documented Information' Process is adopted by Management after the IMS Manager report based on the process monitoring and evaluation results. By function and for the ease of control, the documented information is divided into 4 levels.

***Level 1: Quality and Environmental Policy, IMS Objectives, IMS Manual***

In the *Quality and Environmental Policy*, the Organization's Leadership publicly determines the main principles and priorities that they will adhere regarding all the Interested Parties.

*IMS Objectives* are measurable documented improvement indicators that are established for corresponding levels and processes throughout the organization to implement the Quality and Environmental Policy, to meet requirements for product and processes, and to improve the IMS and performance.

The *IMS Manual* has been prepared to describe [Company Name]'s IMS and includes the following:

- The scope of the IMS, and details of justification for any exclusion.
- Reference to MSP established for the IMS which clearly show the relationship between the requirements of the Standards and documented procedures.
- A process flow chart that clearly identifies the description and interaction between the processes of the IMS.

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