Control of Documented Information QPS 7.5-01

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1 Purpose

To establish a procedure for the creation, approval, revision and control of quality management system (QMS) documented information.

2 Scope

This procedure covers all processes and all parts of the QMS and applies to the following documented information both required by ISO 9001:2026 and determined by the organization as being necessary for the effectiveness of the QMS:

- Quality Policy,
- Quality Objectives,
- Quality Management System Manual (Quality Manual),
- quality procedure specifications (QPS),
- work instructions,
- documents of external origin,
- records,
- quality system forms (QSF).

3 Responsibility and Authority

3.1 The Quality Manager is the Process Owner of 'Control of Documented Information' Process. The Quality Manager or his designees are responsible for ensuring this procedure is followed and are authorized to control all QMS documented information. The Quality Manager may designate and authorize qualified, trained personnel to carry out this procedure, as needed.

3.2 All employees are responsible for following this procedure as it pertains to records that they create and use as part of their job functions. …

[End of preview. Section 4.0: Procedure — the full process for creating, approving, formatting, revising, identifying, and controlling QMS documented information (Quality Policy, Quality Objectives, Quality Manual, quality procedure specifications, work instructions, documents of external origin, records, and quality system forms) — along with Section 5.0 (Criteria and Risks), Section 6.0 (Related and Support Documentation), Section 7.0 (Revision History), and Annexes 1–2 (Master List of Documents and Master List of Records forms) — is included in the full purchased document. Visit the product page to purchase the complete QPS 7.5-01 Control of Documented Information procedure.]