

QP 01-01

DOCUMENT CONTROL

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Appendix A: Distribution List

1. INTRODUCTION

- 1.1 This procedure is designed to provide effective control of documentation which forms part of the quality system.
- 1.2 The term 'Document' or 'Internal Document' is used to denote:
 - Sections of the Policy Manual
 - Processes (PR)
 - Quality Procedures (QP)
 - Work Instructions (WI)
- 1.3 The term 'External Documents' is used to denote anything issued by an outside agency for example: NSI, Fire Brigades, Police Forces, British Standards etc.
- 1.4 The term 'Forms' is used to denote items such as Maintenance sheets, Terms & Conditions etc which are generated by ourselves.
- 1.5 The term 'Quality Records' is used to cover all information stored by ourselves and covered by QP 01-02 which gives further detail.

2. RESPONSIBILITY

- 2.1 It is the responsibility of the Operations/Business Manager to ensure that this procedure is followed.
- 2.2 Operations/Business manager, Administrator, and engineering supervisor have the authority to approve all internally generated items.

3. DOCUMENT IDENTIFICATION

- 3.1 Sections within the quality policy, processes, procedures and in house generated forms will carry a footer detailing electronic path and issue number.
- 3.2 The amendment record page will carry the amendment status and explanations of amendments.

4. PRODUCTION OF NEW DOCUMENTS & FORMS

- 4.1 New documentation and forms may be produced:
 - a) If the need to add a procedure is identified and agreed by authorised personnel.
 - b) If there is any change in the requirements of an external body such as NSI, British Standards etc
- 4.2 They will be implemented and issued by the approved authority.

5. AMENDMENT OF DOCUMENTS

- 5.1 Any change in requirements as detailed above but which can be catered for by minor changes to existing paperwork will necessitate an amendment.
- 5.2 The amendment record sheet will be updated to show the nature and date of the change and the new issue number.
- 5.3 Individual pages can be amended and issued, but for larger changes the whole document may be reissued. In which case all pages will carry the new revision number and date.

6. ISSUE OF DOCUMENTS & FORMS

- 6.1 The electronic copy of the quality policy, processes, procedures and forms is deemed to be the masters.
- 6.2 Operatives will be issued with copies of documents as deemed necessary by senior management.
- 6.3 The following procedure will be adopted for issue of documents & forms:
 - a) Request return of operatives manual and include/replace appropriate items
Keep a list of which manuals have been changed, until all have been completed at which point the list will be destroyed.
 - b) For External Documents the Master List is held in the front of the file and this will be updated as appropriate
 - e) If necessary, recall forms from engineers and issue new copies.

7. RETENTION AND DESTRUCTION OF DOCUMENTS

- 7.1 One copy of all obsolete documents will be clearly marked. It will be retained as indicated in QP 01-03.

8. UNCONTROLLED ISSUE

- 8.1 Any uncontrolled issue will be clearly marked 'UNCONTROLLED', and the recipient will be made aware that it is an uncontrolled issue and will not be updated. No uncontrolled issue will be made to our own personnel.

9. SCRIPT AMENDMENTS

- 9.1 Script amendments of a minor nature can be included by the authorised signatories, these will initialed and dated by the entry. The issue number for the document will not be raised until the amendments are included in a typed update, at which time they will also be detailed on the amendment index.

10 DOCUMENT CONTROL - EXTERNALLY SUPPLIED DOCUMENTS

- 10.1 This applies to NSI Codes of Practice, British Standards etc.
- 10.2 Masters, and in most instances originals, of current documents as indicated in QP 01-03.
- 10.3 An electronic 'Master List' shows the issue status, and is used as the control to ensure the latest revisions are used.
- 10.4 The means by which the company is aware of, or receives updates is by automatic mailing by the issuing body - NSI, Monitoring Stations etc.

QUALITY SYSTEM DOCUMENTATION

DISTRIBUTION LIST

Quality System File Containing:

Policy
Processes
Procedures

Electronic master on server.

Issued to:

Date:

Signature