

ISO 9001:2008
Clause 4.2.3
P001 Document Control Procedure

Company Name/Logo

Document No _____ Rev _____

Uncontrolled Copy Controlled Copy Date _____

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative.

Approvals

The signatures below certify that this procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by				
Reviewed by				
Approved by				

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date

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P001 Document Control

1. Introduction & Purpose

The purpose of this procedure is to define the activities required to ensure all documents and data are reviewed and approved by authorized personnel prior to issue.

2. References

Reference	Title & Description
4.2.3	Quality System Manual
F001-1	Master Document Index
F001-2	Document Issue Sheet
F001-3	Document Change Request

3. Terms & Definitions

Term	ISO Clause	Definition
Document	3.7.2	Information and its supporting medium
Procedure	3.4.5	Specified way to carry out an activity or a process
Record	3.7.6	Document stating results or evidence of activities performed

4. Application & Scope

The scope of this process encompasses all documentation utilized by **Your Company** including documents of an external origin such as customer specifications, standards, etc., that affect the quality of our products and/or services. This procedure works in conjunction with the Control of Records Procedure P002.

5. Requirements

This procedure applies to all quality management system documentation and is to be followed by all personnel where appropriate. While the company Directors are responsible for signing all policies and procedures, **Your Company** may have other team members such as the Quality Management Representative or other managers to approve work instructions, etc., which implement the quality procedures.

6. Process

6.1 General

All documents and data are reviewed and approved by authorized personnel prior to issue. Each department issues and maintains its own documents. Current revisions of appropriate documents are available at locations where they are used. Documents controlled by this procedure include but are not limited to the following:

1. Specifications and drawings
2. Quality manual