LOGO

Company

QP01 Document Control
To the Requirements of ISO 9001:2015

	Name	Function	Date	Signature
Created by				
Reviewed by				
Approved by				

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Amendment History

Amendment History			
Date	Version	Created By	Description of Change
[dd/mm/yyyy]	1	[Name 2]	Initial Release

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Table of Contents

1. Introduction

The purpose of this procedure is to describe the process of controlling the issue and changes made to documents in the Quality Management System (QMS). Data kept on any electronic media is treated as a document.

2. Scope

3.1   Management System Documentation
3.2   Document Change Control
3.3   External Documents
3.4   Computer Security
3.5   Obsolete Documents

3. Procedure

It is the responsibility of the Managing Director to ensure the appropriate control and issue of [Company Name] QMS documentation. The Managing Director or delegate is responsible for the preparation, review, authorisation, issue and amendment of key QMS documents.

3.1 Management System Documentation

A Master Document & Record List is used to identify the latest issue of controlled documents. It is the responsibility of the Managing Director to maintain the Master Document & Record List and controlled document files.

While a hard copy of the Quality Manual and associated procedures may be maintained as a reference copy, the master-controlled copy resides in soft copy only. Only the latest issue of any document is held in the reference or master soft copy files.

Quality Procedures (QP's) are prepared by the Managing Director/process owner and formally approved by the Managing Director - evidenced by signature in the Document Management section of each procedure.

Each quality system document includes title, reference number, issue date and page number.
The Managing Director shall ensure that all released QMS documents are updated in a controlled manner and superseded documents are withdrawn from the master document folder on the system. Document change is carried out in accordance with section 3.2.

The Managing Director or delegate maintains the Master Document & Record List identifying the issue status of procedures and related controlled documents.

3.2 Document Change Control

Upon the need to make an amendment the document is revised accordingly by the Managing Director and the issue level of the document raised to the next sequential number.

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Amendments are marked with a dash at the left edge of the document. This is ensured via the "Track changes" function within Microsoft Word.

The document revision table is then completed detailing the date of amendment, the new issue status and brief details of the change, including page and/or section references.

The revised document is then electronically approved by the Managing Director or delegate, the obsolete copies withdrawn and replaced by the updated version in the master document folder on the system; the Master Document & Record List is also electronically updated.

On subsequent updates, the previous amendment is 'accepted' (changed to standard text) so only new amendments are marked.

3.3 External Documents

External documents may include industrial standards and specifications such as ISO 9001:2015, and other publications where relevant (See QF20 Legislation Register).

These documents are checked periodically and at least annually via the Internet to ensure the latest version is in use. External documents such as Standards or Codes of Practice are also listed on the Master Document & Record List where appropriate.

Customer supplied documentation is reviewed on receipt and is maintained in accordance with section 3.6 of QP07 Product and Service Provision and Operations.

3.4 Computer Security

Key office computer information resides on a shared server which is backed-up on to tape/secure drive/cloud. The backup is carried out daily and current back up is stored onsite in the company fire-proof safe for security.

An anti-virus program and Internet security is installed to protect all incoming data from corruption and unauthorised access. Any disks of external origin are virus checked before use in the company systems.

3.5 Obsolete Documents

Obsolete documents are, depending on type, either retained for the lifetime of the related product/service (considering regulatory requirements and record retention periods) or promptly removed from use by the Managing Director and deleted.

Retained obsolete documents are clearly identified as "obsolete" by electronic storage location/access restriction or physical marking, as appropriate, to prevent inadvertent use.

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Appendix 1: New and External Controlled Document Flow Chart

```
                              ┌─────────────────┐
                              │ New controlled  │
                              │ document        │
                              │ identified      │
                              └─────────────────┘
                                      │
                                      ▼
                    Y              ◇ Is new document
          ┌───────────────────────  of external
          │                         origin? ◇
          │                              │ N
          ▼                              ▼
┌─────────────────────┐      ┌─────────────────────┐
│ Requirement for new/│      │ Document produced in│
│ updated external    │      │ format as described │
│ document identified │      │ in 3.1              │
└─────────────────────┘      └─────────────────────┘
          │                              │
          │                              ▼
          │                  ┌─────────────────────┐
          │                  │ Document checked for │
          │                  │ accuracy by process  │
          │                  │ owner/MR and approved│
          │                  └─────────────────────┘
          │                              │
          ▼                              ▼
┌─────────────────────┐   ┌──────────────────────┐   ┌──────────────┐
│ New copy of external│──▶│ Document forwarded to │──▶│ Updated      │
│ document obtained   │   │ MD or delegate for    │   │ Master       │
└─────────────────────┘   │ entry on to Master    │   │ Document &   │
          │               │ Document & Record     │   │ Record Index │
          │               │ Index                 │   └──────────────┘
          │               └──────────────────────┘
          ▼                           │
┌─────────────────────┐               ▼
│ Superseded document │   ┌──────────────────────┐
│ marked as "obsolete"│   │ Controlled copies of  │
│ if retained         │   │ new document released │
└─────────────────────┘   │ to relevant areas     │
                          └──────────────────────┘
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Appendix 2: Document Change and Obsolescence Flow Chart

```
                    ┌─────────────────────┐
                    │ Requirement for     │
                    │ change to controlled│
                    │ document identified │
                    └─────────────────────┘
                              │
                              ▼
                    ┌─────────────────────┐
                    │ Document changed by │
                    │ MD (or delegate)    │
                    │ accordingly         │
                    └─────────────────────┘
                              │
                              ▼
                    ┌─────────────────────┐
                    │ Amendments indicated│
                    │ in text             │
                    │ by **bold underlined**│
                    │ **(Or alternative)**│
                    └─────────────────────┘
                              │
                              ▼
                    ┌─────────────────────┐
                    │ Document revision   │
                    │ table updated to    │
                    │ include new issue   │
                    │ status and summary  │
                    │ of change           │
                    └─────────────────────┘
                              │
                              ▼
┌──────────────────┐  ┌─────────────────────┐  ┌──────────────┐
│ Controlled copies│  │ Master document     │  │ Updated      │
│ of new document  │◄─│ index updated to    │─►│ Master       │
│ released to      │  │ reflect new issue   │  │ document     │
│ relevant areas   │  │ status              │  │ index        │
└──────────────────┘  └─────────────────────┘  └──────────────┘
                              │
                              ▼
                    ┌─────────────────────┐
                    │ Obsolete document   │
                    │ removed and either  │
                    │ destroyed or if     │
                    │ retained, marked as │
                    │ "obsolete"          │
                    └─────────────────────┘
```