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## 1.0 Purpose

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1.1 This procedure describes the process for controlling quality system documents.

## 2.0 Responsibilities

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- 2.1 *Management* is responsible to ensure that personnel have access to and are aware of relevant quality management system (QMS) documentation and changes.
- 2.2 *Management* is responsible for assigning authors for documents.
- 2.3 The author is responsible for writing the document, creating related forms, getting a document number and submitting the document to the department manager for review.
- 2.4 *Department managers* are responsible for approving documents for their area of responsibility and ensure that they are legible, identifiable and available where needed.
- 2.5 *The document control coordinator* is responsible for assigning document numbers, maintaining the master list, posting new and revised documents on the network, distributing hard copies of documents and revising documents.
- 2.6 All employees are responsible for reviewing the documents as they use them and submitting document change requests to update documents as necessary.
- 2.7 *The network administrator* is responsible for backing up the network daily.
- 2.8 *Engineers are responsible for maintaining programs that control equipment. (If you have programs, controllers with programs or other software controlling your processes, the programs must be controlled.)*

## 3.0 Definitions

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- 3.1 **Procedure:** Document outlining specific work processes and how the requirements of the AS9110B standard are being met.
- 3.2 **Work Instructions:** Step by step directions on how a task should be done.
- 3.3 **Attachments:** Documents used to further clarify or show examples of information described in the procedures and work instructions.
- 3.4 **Forms:** Documents used to make a record of completing all or part of the process described in procedures and work instructions.
- 3.5 **Records:** Completed forms or information generated as a result of the process described in a document and retained as indicated in the Control of Quality Records Procedure.
- 3.6 **References:** external documents or sources used in preparing documentation and completing work.
- 3.7 **Related Documents:** Other documents that may need to be altered if the current

# INSERT YOUR COMPANY LOGO/NAME HERE

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3.8 P-720 Customer Related Processes

## 4.0 References

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4.1 None

## 5.0 Revisions

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Revision	Date	Section	Paragraph	Summary of change	Authorized by
A				Initial issue	