DEVDATT INDUSTRIES

TITLE: PROCEDURE FOR CONTROL OF DOCUMENTS

DOC. NO : OP/01	CL. NO. : 4.2.3	PG. NO. : 01 of 04

OBJECTIVE : To control all documents, so as to ensure that pertinent documents are available at any point of use.

SCOPE: Document originated externally and internally which are related to this QMS

PROCEDURE:

Sr. No.	Activity	Details	Responsibility	Doc/Rec.
1.	**Media**	As a policy company uses documents on a hard copy however, certain software programs are used which are also controlled as per this procedure. Company uses computer software "MS OFFICE & EXCEL" for QMS & Program storage, print-out & for changes of formats or documents, which satisfy our intended need. Password is provided for QMS & Program & it is with MR only. Hence the QMS can be accessed through CD, preserved with MR & to be checked monthly for ensuring the QMS in soft copy. Antivirus is used monthly for checking against virus.	MR	
2.	**Identification**	For signature identification of organisations employee control system is established & recorded. For preparation & approval of various level QMS document WI is available.	MR	WI for Doc. control (WI/01)
3.	**Review**	**<u>Externally Originated Documents</u>** I. Quality System Documents ISO/IS, Customer standards as procured, which are related to QMS. MR reviews the adequacy of above Documents for the use and updates list of Standards. II. Quality planning documents A. Customers PO B. Product related standards & drawings received from customer/procured from agencies, these are reviewed Original standards & documents are identified as "MASTER COPY" stamped in 'BLUE'. No controlled copies are issued of standards. However respective authority permits others to refer these standards. **<u>Internally Originated Documents</u>** Following documents are prepared in company, which are related to QMS and are declared as Quality System documents.	MR MR MR	List of Standards (QF/19) Contents of QM (QF/01)

Sr. No.	Activity	Details	Responsibility	Doc/Rec.
		I. i) Company Quality manual.	MR	Master list of Quality Manual (QF/01)
		ii) Operating Procedures.	MR	Master list of OP (QF/02)
		iii) Work Instructions	MR	Master list of WI (QF/03)
		iv) Blank forms & formats	MR	Quality Policy & Objectives (QM/11) (QM/12)
		v) Quality Policy & Quality Objectives	MR	Master list of OP (QF/02) ML of WI (QF/03) ML of Forms & Format (QF/04) Record of revision Status (QF/06)
		vi) For all above, the function wise ML are Prepared.	MR	
		vii) List of forms & formats also identifies form for documents and records. The appropriate retention period is indicated for all records, where as for documents these are for continuous use, hence no specific retention period is indicated.	MR	
		viii) All documents should be legible & its control is with MR.	MR	
		viii) Above document are reviewed for adequacy.	MR	
		II. Quality planning documents: These are involved during process and identified separately.	QA I/c	QP Document
4.	**Approval**	a) The revision status of all documents is ensured on master formats.	MR	Record of Revision Status (QF/06)
		b) For internal documents, before approving, the completeness is ensured.	MR	
		c) A stamp “MASTER COPY” in BLUE color is put on all original copies after approval.	MR	Master Copy Stamps
		d) MR signs the ‘MASTER COPY’ stamp as a proof of preparation of original copies.	MR	
		e) PARTNER signs the ‘MASTER COPY’ stamp as a proof of approval of original copies.	PARTNER	

Sr. No.	Activity	Details	Responsibility	Doc/Rec.
5.	**Issue**	a) As a Policy, documents of external origin are not issued. However, access is available to internal staff for any references. b) The documents of internal origin are issued after taking a photocopy of Master Copy and putting 'CONTROLLED COPY' stamp in RED ink. c) The distribution of documents is done and issues are acknowledged on MASTER COPY.	MR MR MR	 (QM/04)
6.	**Document changes**	**A) External origin**: Customer informs us if there is any change in documents or drawings. Changed documents are procured in case any revision in noticed. The list is updated.	MR	List of Standards (QF/19)
		B) Internal origin: i) Any person, who wishes to propose the change, informs MR about it, along with proposed change. ii) MR reviews & updates all such changes considering effect on total QMS. iii) MR ensures that the changes are re – approved by same authority that has prepared, reviewed & authorized first document. iv) The changes in the document are identified by revision number, which is updated to next number & release date from which document is effective & released. v) MR ensures availability of all affected documents and follows above point no. 3 & 4 for approval and issued. He updates the record of revision status and respective lists.	Requester MR MR MR	 Record of Rev. Status (QF/06) Master list of forms & Format (QF/04)

Sr. No.	Activity	Details	Responsibility	Doc/Rec.
7.	**Control over Obsolete document**	a) While issuing changed documents the master copy of obsolete documents is identified as 'OBSOLETE COPY' and retained. Obsolete copy stamp in RED ink shall be put on all obsolete documents. b) The 'CONTROLLED COPY' of obsolete document are collected and destroyed to ensure unintended use. c) It is the responsibility of pertinent receiver to ensure that the applicable document with required modification level is available at all points of use. For this, the copy of relevant master list is referred.	MR MR All concerned	ML of Forms & Format (QF/04) ML of QM (QF/01) ML of OP (QF/02) ML of WI (QF/03)
8.	**Engineering Specification**	a) Timely review is done of all customer Engineering standards/specification and changes. Implementation is ensured on the basis of time required. The implementation date is communicated to customer (if required). b) A record is maintained for the date on which all changes are implemented in production. c) If required all appropriate internally originated documents are also updated.	PARTNER PARTNER	Letters