CONTROL OF DOCUMENTED INFORMATION PROCEDURE

Origination Date: XXXX

<table>
<thead>
<tr>
<th>Document Identifier:</th>
<th>QMS-01 Control of Documented Information Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Latest Revision Date</td>
</tr>
<tr>
<td>Project:</td>
<td>Customer, Unique ID, Part Number</td>
</tr>
<tr>
<td>Document Status:</td>
<td>Draft, Redline, Released, Obsolete</td>
</tr>
<tr>
<td>Document Link:</td>
<td>Location on Server (if used)</td>
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Abstract:
This document describes procedures for controlling documents.
## REVISION LOG

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<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
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## DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
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1.0 PURPOSE

This procedure defines the requirements for the control of documents within the quality management system (QMS). The scope of this procedure is to control documents specifically defined in section 3.0.

The following documents are not subject to this procedure:

2.0 THEORY

Documents must be controlled so that only reviewed and approved information is released and used by employees. This ensures

3.0 DOCUMENT TYPES

The Document Control Center maintains documented information to ensure

3.1. Quality Handbook:

3.2. QMS Procedures:

3.3. General Work Instructions:

3.4. Inspection Instructions:

3.5. Forms:

Any department manager or area supervisor

3.6. Records that are created for temporary retention of miscellaneous information are

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4.0 QUALITY HANDBOOK

4.1. Creating the Quality Handbook
The Quality Handbook has been established by top management of the Company, which includes:

4.2. Review and Approval
The Quality Handbook is reviewed and approved by top management before release. Approval is indicated by:

4.3. Distribution
The Quality Handbook is distributed electronically through the Company's internet server. The Document Control Center may:

In some cases, a hardcopy of the Quality Handbook may:

Each employee must:

4.4. Change Control
Any employee may request a change to the Quality Handbook. Requests for changes may be made by:

5.0 QUALITY MANAGEMENT SYSTEM PROCEDURES

5.1. Creating New QMS Procedures
QMS procedures should be created as soft files (MS Word, etc.). It is recommended that files:

5.2. Review and Approval
QMS Procedures are reviewed and approved by top management. Approval is indicated by:

5.3. Distribution
QMS procedures are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may:

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In some cases, a hardcopy of the procedure may

Each employee must

5.4. Change Control
Changes to QMS procedures are performed in the same manner as the Quality Handbook.

6.0 GENERAL WORK INSTRUCTIONS

6.1. Creating New Work Instructions
Where necessary, work affecting quality is

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:
Engineering may develop work instructions that are specific to a given job, which

6.2. Review and Approval
Work instructions must be reviewed and approved by

6.3. Distribution
General work instructions are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may retain

In some cases, a hardcopy of the work instruction may

Each employee must

6.4. Change Control
Changes to general work instructions are performed in the same manner as the Quality Handbook. When general work instructions are changed,

7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions
New inspection instructions are developed by or under the supervision of the Responsible Authority using

NOTE REGARDING JOB SPECIFIC INSPECTION INSTRUCTIONS:
Engineering may develop inspection instructions that are specific to a given job, which

7.2. Review and Approval
Approval is indicated by

7.3. Distribution
Inspection instructions are distributed electronically through the Company’s internet server and/or intranet. The Document Control Center may

In some cases, a hardcopy of the inspection instruction may

Each employee must

7.4. Change Control
Any employee may request a change to inspection instructions by

8.0 FORMS
8.1. Creating New Forms
Forms undergo a streamlined creation and control process. Any department manager or area supervisor may

8.2. Review and Approval
Forms may be reviewed and approved by
8.3 Distribution
Forms are made available through the Company’s internet server, intranet or Document Control Center. These may

8.4 Change Control
Any employee may submit a Request for Change to the appropriate area manager responsible for the form and

9.0 EXTERNAL DOCUMENTS
9.1 Some external (third party) standards or specifications may

9.2 Third party specifications and engineering drawings, including those of the Customer, are controlled according to the QMS-02 Configuration Management Procedure. Where control of an external document is

10.0 PERIODIC RE-EVALUATION OF DOCUMENTS
The entire set of quality documentation is subject to continuous improvement. Change control documents are filed as needed to request changes or updates.

11.0 CONTROL OF RECORDS
11.1 The controls for each type of record are defined in Appendix A of this procedure.

11.2 The listed “controller” must

11.3 Records for active contracts are

11.4 The Document Control Center
11.5 Records that are discarded after retention shall

11.6 Hardcopy records are

11.7 Records are available for review by the Customer and copies

11.8 Records are

11.9 The Company does not require vendors to maintain records for the Company; instead,

11.10 Electronic records are

11.11 Local computer data that is stored on company computers must

11.12 When making corrections to written record entries, the error is

11.13 Correction fluid or correction tape is not to be used on any quality records.

Left blank intentionally
APPENDIX A: RECORD RETENTION MATRIX

<table>
<thead>
<tr>
<th>Required Record or Document Type</th>
<th>Company Record</th>
<th>Controller</th>
<th>Type</th>
<th>Location</th>
<th>Minimum Retention</th>
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</thead>
<tbody>
<tr>
<td>Calibration records</td>
<td>Calibration</td>
<td>Form</td>
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<tr>
<td>Contract review records</td>
<td>Contract review</td>
<td>Form</td>
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<tr>
<td>Control of nonconformities</td>
<td>RFS</td>
<td>Form</td>
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<tr>
<td>Corrective actions</td>
<td>RFS</td>
<td>Form</td>
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<tr>
<td>Design change records</td>
<td>Engineering order</td>
<td>Form</td>
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<tr>
<td>Design input records</td>
<td>Engineering order</td>
<td>Form</td>
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<tr>
<td>Design review records</td>
<td>Engineering order</td>
<td>Form</td>
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<tr>
<td>Design validation records</td>
<td>Production inspection</td>
<td>Form</td>
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<tr>
<td>Design verification records</td>
<td>Production inspection</td>
<td>Form</td>
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<td>First Article Inspection</td>
<td>First article</td>
<td>Form</td>
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<td>Internal audit records</td>
<td>Internal audit</td>
<td>Form</td>
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<td>Lost, damaged or unsuitable Customer property</td>
<td>Customer property</td>
<td>Form</td>
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<td>Management review meeting reports</td>
<td>Management review report</td>
<td>Form</td>
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<td>Record of realization process</td>
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<td>Record of release of product</td>
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<td>Supplier evaluation</td>
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<td>Traceability records</td>
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<td>Training records</td>
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