

REDACTED

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Document and Data Control

(mo/yr)

Revisions				Rev:	
Letter	E.O. Number	Description	Date		
Used On	Contract#:	Your Company Name			
Prepared By:	Date				
Your Dept:	Date				
Your Dept:	Date	YOUR PROGRAM			
Your Dept:	Date	Your Procedure #			
Your Dept:	Date	Size: A	CAGE:		Form Rev: Orig 1 of 6

Your Company Logo

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Your Company Name	REV	CAGE	DOC#:	2 of 6
			Your Procedure #	

1.0 Control of Documents

The Document Control Center (DCC) is the custodian and source for controlled copies of released documentation masters and external documents that affect the form, fit or function of a product or service. Some documents are received, retained without change and distributed under control by DCC. Documents are approved by designated authorities prior to release and distribution by DCC. *Document changes are coordinated with Customers and regulatory authorities when required by contract or regulatory requirements.* Approvals may be accomplished by actual signatures or initials on hard copy documents or electronic signatures with authorization information provided by and maintained in electronic files. All QMS documents are identified by number and exhibit the latest change and current revision level. QMS documents are available at all points of use in hardcopy or electronic format. Masters and area specific documents, department procedures and standards that do not affect form fit or function of a product or service may be controlled and authorized by designated authorities and may be retained in the originating department or area. Some types of data are maintained within system databases that limit write access where appropriate. Other types of data are held within local areas and controlled by local teams.

(Your Co) has controlled documents that are required by the quality management system.

A documented procedure has been established to define controls needed to:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted]
- f) [Redacted]
- g) [Redacted]
- h) [Redacted]

2.0 Control of Records

Information created during the operation of the QMS is retained in hardcopy format, microfiche or computer files. Records and reports are controlled to [Redacted]

[Redacted] Records are available for review by Customers and regulatory authorities according to [Redacted]

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Quality records will:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted]

3.0 Required Records, Recordkeeping and Storage

The Company shall determine the required records and the recordkeeping system to use to obtain, store and retrieve records. The records shall be in English and comply with part 43.

The record content shall include

[Redacted]

Maintenance record entries for an air carrier shall be completed according to the air carrier's procedures. The entries may include the use of forms specifically required by the air carrier. The procedures, forms and records may differ from those normally used. The procedures shall describe

[Redacted]

When the Company performs aircraft inspections, the records shall include

[Redacted]

When the Company performs repairs according to DER approved technical data, a copy of FAA Form 8110-3 shall be included in the records package. DER approved technical data shall require additional FAA approval when used for major alterations. (See FAA Order 8110.37, Designated Engineering Representative (DER) Guidance Handbook, for DER authorization). Supplemental forms in a work package may include, but are not limited to:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted]

Records shall be made available to the FAA and the National Transportation Safety Board (NTSB). Records shall be organized for easy retrieval. Procedures shall describe

[Redacted]

[Redacted]

3.1 Electronic Recordkeeping Systems

When an electronic recordkeeping system is used, directions about how to use the system shall be available to each person using the system. The electronic system shall ensure [Redacted]

[Redacted]
This is accomplished by an operation manual that contains a procedure for:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted]
- f) [Redacted]

The Company shall address guidelines and requirements for electronic signatures according to [Redacted]

This is accomplished by:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted]
- f) [Redacted]
- g) [Redacted]
- h) [Redacted]
- i) [Redacted]
- j) [Redacted]

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- k) [Redacted]
- l) [Redacted]
- m) [Redacted]

3.2 Storage

1	Responsibility	Prepare Box for Storage
1.1	Owner	[Redacted]
1.2	DCC Clerk	[Redacted]
1.3	DCC Clerk	[Redacted]
1.4	DCC Clerk	[Redacted]
1.5	DCC Clerk	[Redacted]
1.6	DCC Clerk	[Redacted]
1.7	DCC Clerk	[Redacted]
1.8	DCC Clerk	[Redacted]
2	IF	THEN
2.1	Destroy/review date unknown	[Redacted]
3	IF	THEN
3.1	Request for box	[Redacted]
3.2	Requestor does not own box	[Redacted]
3.3	DCC Clerk	[Redacted]
3.4	DCC Clerk	[Redacted]

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*****THIS FORM MUST BE FILLED OUT COMPLETELY*****

DCC Request Form

For: Vendor Production/Inspection Archive
 Customer Management/Engineering Other

[Redacted] _____ [Redacted]

[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

DCC USE ONLY

[Redacted] [Redacted] [Redacted]
[Redacted] [Redacted] [Redacted]
[Redacted] [Redacted] [Redacted]

Form Rev: Orig

Instructions on how to fill out the DCC Request Form

The person requesting the document(s) does the following:

In the section "For:" - [redacted]

If the document is for a Customer [redacted]

If the document is for any Production or Inspection employee [redacted]

If the document is for any Manager or Engineer [redacted]

Where it says "Job Number" - [redacted]

Where it says "Storage Box Number" - [redacted]

Where it says "Name" - [redacted]

Where it says "Department" - [redacted]

Where it says "Production Supervisor" - [redacted]

Where it says "Supervisor's Initial's" - [redacted]

Where it says "Needed By" - [redacted]

Where it says "Requested Item(s):" - [redacted]

The DCC Clerk fills out the rest of the form.

Where it says "E.O.'s against item" check [redacted]

Where it says "E.O. attached to item" check [redacted]

Where it says ""Item Stamped "Being Revised"" check [redacted]

Where it says "E.O.#" - enter [redacted]

Where it says "Date of release/issue" enter [redacted]

Where it says "Revised Review/Destroy Date" - enter [redacted]

Where it says "Revised Location" - enter [redacted]

Form Rev: Orig

DOCUMENT REVISION STATUS

Rev	Rev	Rev

Form Rev: Orig

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Document Update Notice

NEW DWG

NEW REVISION
PER E.O. _____

CUSTOMER DWG NUMBER

[Redacted]	
[Redacted]	
[Redacted]	
[Redacted]	
[Redacted]	

[Redacted]

[Redacted]

[Redacted]	[Redacted]	[Redacted]	[Redacted]

Form Rev: Orig

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Instructions for filling out the **DCC Document Update Notice**

For a new document (drawings with a revision - or orig.) check [REDACTED]

For documents with a new revision check [REDACTED]

Under the box "NEW REVISION" write-in [REDACTED]

For a Customer document check [REDACTED]

In space provided under the section "CUSTOMER DWG NUMBER", write [REDACTED]

Write in [REDACTED]

Write the [REDACTED]

Write the [REDACTED]

Write the [REDACTED]

Write the [REDACTED]

Under "DISTRIBUTION:", fill-in [REDACTED]

Write in the areas where [REDACTED]

Write in the [REDACTED]

It is DCC's responsibility to retrieve and update documents. When the old document has been returned to DCC, write [REDACTED]

Form Rev: Orig

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