Procedure Packages include all related forms
and templates for each Procedure.

INSERT YOUR COMPANY LOGO/NAME HERE

P-750-A

Control of Documented Information

1.0 Purpose/Scope

1.1 This procedure describes the quality management system (QMS) processes for ensuring control of the initial release and changes to the documented information essential for the production or services provided by Your Company.

1.2 The procedure applies to all documented information essential to the product or service and to the procedures defined as essential to the operation of the QMS.

2.0 Responsibilities and Authorities

2.1 The Quality manager / Quality team leader / ISO management representative has the prime responsibility and approval authority for this procedure.

2.2 In support of the Quality manager, the Quality team / ISO steering committee is responsible to ensure that personnel have access to and are aware of relevant QMS documentation and changes.

2.3 Additional responsibilities for the document owner, the document control coordinator, department managers, engineers, employees, and the ISO management rep are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

3.1 References

Blue text throughout the documentation highlight areas for customization

3.1.1 This document addresses clause 7.5 of the ISO 9001:2015 standard covering, Documented information.

3.1.2 QM-001 Quality Manual

3.2 The documented information collectively describes the QMS where a typical pyramid-shape documentation structure provides for:

- Tier I - Manual
- Tier II - Procedures (P-xxx)
- Tier III - Work Instructions (WI)
- Tier IV - Quality Records

3.3 Definitions

3.3.1 Definitions related to this procedure are provided in the document numbering instruction WI-750-001.

4.0 Resources

4.1 None, (unless an electronic document control system is used).

5.0 Instructions

5.1 The QMS includes the documented information required by the ISO 9001:2015 international standard and the documented information determined to be necessary for an effective QMS.

5.1.1 Documented information is created and updated to provide identification and description (a title, date, author, or reference number), format (language, software version, graphics), media (paper, electronic), and review and approval for suitability and adequacy.

5.1.2 Documented information is controlled to ensure that it is available and suitable for use, where and when it is needed and it is adequately protected (from loss of confidentiality, improper use, or loss of integrity).

5.1.3 For the control of documented information, consideration is given to distribution, access, retrieval and use, storage and preservation, control of changes, and retention and disposition.

5.2 Document Creation

5.2.1 To create a document, management will assign a document owner for the document. This initial author will be the document owner (unless assigned to another person). Any employee may be assigned as a document owner for documents in their area of expertise.

5.2.2 The document owner is the initial author responsible for writing the initial document, creating related forms, getting a document number and submitting the document to the appropriate reviewers for review and approval.

5.2.3 Document owners assigned from the following departments prepare, issue and maintain QMS documentation and the related forms as required:

- Engineering: Design Controls, Engineering processes and all related functions
- Manufacturing: Operation, Service, Warehousing, and Inventory control.
- Sales: Marketing, Sales and Customer Service
- Administration: Management, Human Resources, Accounting and Purchasing
- Quality: Quality Assurance and Quality Control, Inspection and Control of Documented Information

5.2.4 Documents include:

INSERT YOUR COMPANY LOGO/NAME HERE

Search and replace "your Company" with your own company name

F-750-005
Document Change Request

Document Title:	**Document Number:**

Requestor: _____ Date Requested: _____

Change Requested: *Attach copy of document page with changes indicated.*

_____

_____

_____

_____

_____

Reason for Change:

_____

_____

_____

_____

Approver Comments:

_____

_____

_____

Change Approved: ☐ **Yes** ☐ **No**

If yes, is training required? ☐ **Yes** ☐ **No**
Individual Training ☐
Group Training ☐

Training Notes:

_____

_____

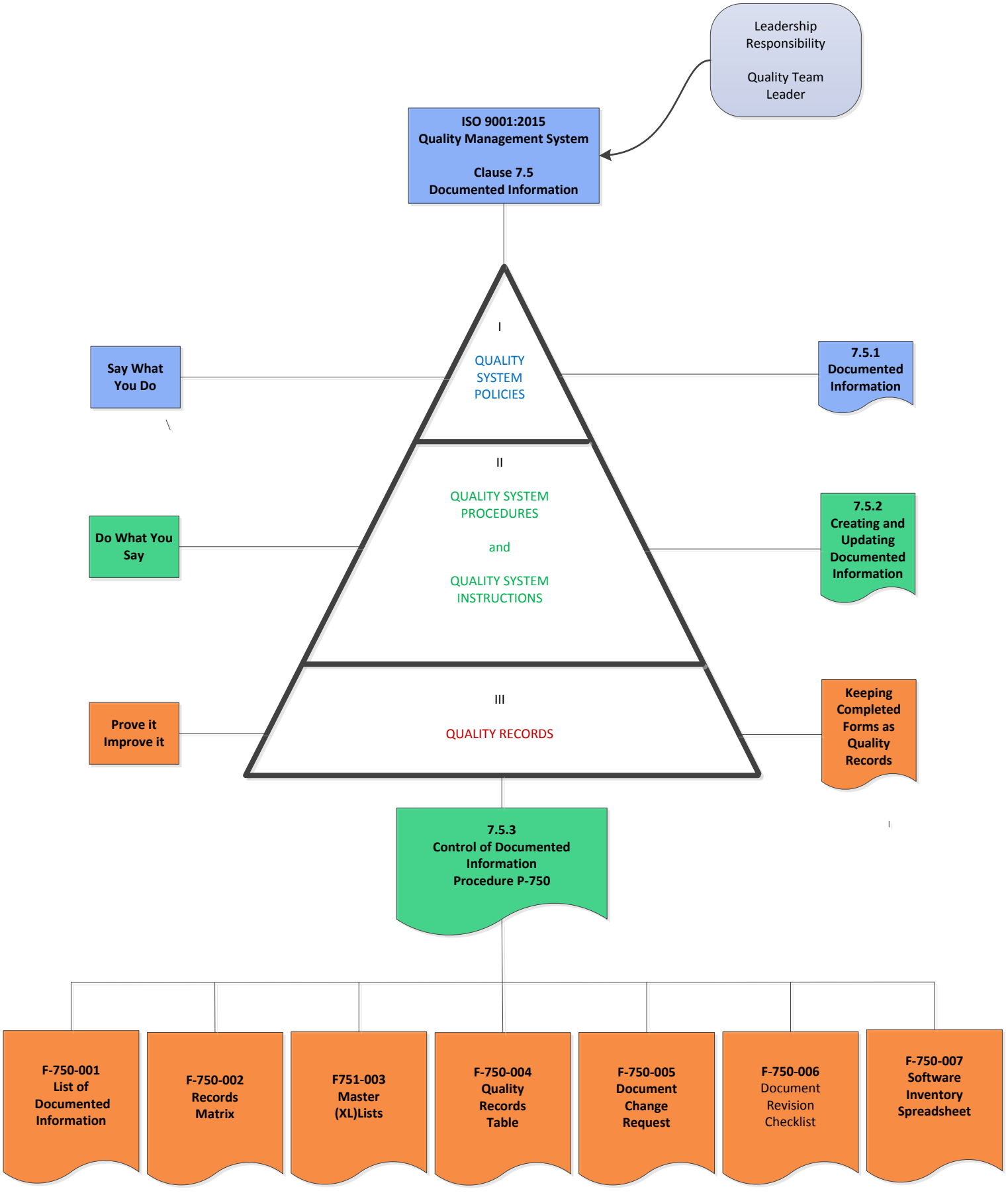
Authorized Staff Signature *(Principal signature(s) needed for procedures)*

_____ _____
Date

Management Representative

_____ _____
Date

CONTROL OF DOCUMENTED INFORMATION - FLOW DIAGRAM - FD-750-001



ChartFD-750-001 Approved by: _____ Date: _____