

<COMPANY NAME>

ISO9001:2000 Quality Manual

PRC-04-02-A CONTROL OF DOCUMENTS

1. PURPOSE

This procedure complies with Section 4.2.3 of ISO 9001: 2000 as applicable to the quality management system of <COMPANY NAME>.

2. SCOPE

This procedure is intended to ensure control of documents.

3. DEFINITIONS

NONE

4. RESPONSIBILITY AND AUTHORITY

<POSITION / NAME> has responsibility and authority for control of documents. Secondary responsibility is assigned to others delegated by this person/s.

<POSITION / NAME> is overall responsible for ensuring that only the valid versions of ISO9001 system documents are in custody of authorised document holders.

<POSITION / NAME> shall ensure that quality records and classified data are preserved in accordance with documented procedures.

<POSITION / NAME> is authorised to issue, withdraw and modify quality system documents as and when needs arise.

<POSITION / NAME> shall assist the MR in day to day functioning of the MR's office and document control.

5. PROCEDURE

<COMPANY NAME> requires that all documents comprising the Quality Management System are controlled. Procedures and processes have been established to define the controls:

- documents must be approved prior to use
- documents must be reviewed and updated as necessary. Re-approval is required
- changes and current revision status of documents are identified
- relevant versions of applicable documents are available at points of use
- documents must be legible, readily identifiable and retrievable
- documents of external origin are identifiable and their distribution controlled
- prevent the unintended use of obsolete documents. Suitable identification is applied if retained for any purpose.

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Signed				Version	01
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The following records shall be maintained.

Sl. No	Records	Retention Period	Custodian
1	Master list of quality system documents (FRM-04-02-01)		
2	Master list of bought-out items (FRM-04-02-03)		
3	Document Issue and Receipt (FRM-04-02-04)		
4	Document change request (FRM-04-02-05)		
5	Document Withdrawal Notice (FRM-04-02-06)		

6. REFERENCES

ISO 9001:2000 Standard Clause 4.2.3 Control of documents.

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