

Example Controlled Document Matrix

Document or Record Name	VP - Operations	VP - Production	Plant Mgr.	Shipping Mgr.	President	Office Mgr.	Account Mgr.	Document Identification	Location	Current Revision	Controlled Doc.	Controlled Record	Record Retention (Yrs)
Systems Documents Manual													
4.1 Organization Chart	X							Binder Title	VP Operartrions Office	-	Y	-	-
Management Review	X							orcht#2	Systems Doc. Manual	10/23/96	Y	-	-
Management Review Form (Original)	X							mgmt_rev.cfl	Systems Doc. Manual	2/27/97	Y	-	-
Management Review Form (Post-meeting)	X							mgmt_rev.xls	Systems Doc. Manual	3/3/97	Y	-	-
	X							Paper File Title	TBD	-	-	Y	1
4.2 Quality System	X							qa_sys.cfl	Systems Doc. Manual	3/28/97	Y	-	-
Quality Planning	X							qa_plan.cfl	Systems Doc. Manual	2/27/97	Y	-	-
4.3 Request for Quotation	X							contract.cfl	Systems Doc. Manual	2/12/97	Y	-	-
Contract Review Form (Original)	X							cont_rev.xls	Systems Doc. Manual	3/3/97	Y	-	-
Contract Review Log Form (Completed)	X							Paper File Title	TBD	-	-	Y	1
Product Pricing	X							ppfl#	Systems Doc. Manual	3/5/97	Y	-	-
4.4 Design Process	X							design.cfl	Systems Doc. Manual	2/12/97	Y	-	-
Design Review Form (Original)	X							des_rev.xls	Systems Doc. Manual	3/3/97	Y	-	-
Design Review Form (Completed)	X							Paper File Title	TBD	-	-	Y	1
4.5 Documentation Relationships	X							doc_type.cfl	Systems Doc. Manual	3/3/97	Y	-	-
Document Control	X							doc_ctrl.cfl	Systems Doc. Manual	3/3/97	Y	-	-
Document Revision Form	X							docrev#1	Systems Doc. Manual	2/27/97	Y	-	-
4.6 Purchasing	X							purcht#1	Systems Doc. Manual	3/5/97	Y	-	-
Visible Index File (Current Approved Suppliers)	X							Special File Chest	VP Op Office	-	-	Y	1
Supplier Evaluation	X							sup_eval.cfl	Systems Doc. Manual	3/3/97	Y	-	-
Supplier Evaluation Form	X							sup_eval.xls	Systems Doc. Manual	3/3/97	Y	-	-
Supplier Evaluation Form (Completed)	X							Paper File Title	VP Op Office	-	-	Y	1
4.7 Customer Supplied Product	X							cust_prd.cfl	Systems Doc. Manual	2/12/97	Y	-	-
Tote Receiving Log	X							totelog#1.cwk	Systems Doc. Manual	1/21/97	Y	-	-
Tote Receiving Log (Completed)				X				Paper File Title	Shipping Office	-	-	Y	1
Tote Inventory (Page 1)	X							totin#1	Systems Doc. Manual	1/21/97	Y	-	-
Tote Inventory - (Page 2)	X							totin#1-A	Systems Doc. Manual	1/21/97	Y	-	-
Tote Inventory - (Completed)				X				Paper File Title	Shipping Office	-	-	Y	1
Tote Inventory - Miscellaneous	X							totin#2	Systems Doc. Manual	1/21/97	Y	-	-
Tote Inventory - Miscellaneous (Completed)				X				Paper File Title	Shipping Office	-	-	Y	1
Tote Testing Bill of Lading	X							return tote#1	Systems Doc. Manual	1/21/97	Y	-	-
Tote Testing Bill of Lading (Completed)				X				Paper File Title	Shipping Office	-	-	Y	1
4.8 Lot Traceability	X							lot_trac.cfl	Systems Doc. Manual	3/3/97	Y	-	-
Batch Number System	X							BatchNo.cfl	Systems Doc. Manual	2/5/97	Y	-	-
4.9 Order Log						X		Paper File		-	-	Y	1
Customer Order Processing	X							ordfl#5	Systems Doc. Manual	2/4/97	Y	-	-
Production Flow	X							mfgcht#1	Systems Doc. Manual	3/5/97	Y	-	-
Materials Flow	X							material.cfl	Systems Doc. Manual	2/12/97	Y	-	-
Procedure for Unloading Raw Materials	X							tankerUnload.wps	Systems Doc. Manual	12/6/96	Y	-	-
Tanker Unload Drum levels	X							TankerDrumLevels.wps	Systems Doc. Manual	2/12/97	Y	-	-
Product Batch Sheet System	X							bat_sht.cfl	Systems Doc. Manual	3/3/97	Y	-	-
Product Batch Sheet Form (Original)	X							TBD	Systems Doc. Manual	9/6/96	Y	-	-
Product Batch Sheets - Masters	X							Paper File Title	Accounting Office	-	Y	-	-
Product Batch Sheets Manual (Production Copies)				X				Binder Title	Production Office	-	Y	-	-
Product Batch Sheet (Post-processing)	X							Paper File Title	Production Office	-	-	Y	1
Product Label Instructions - Page 1	X							labin#1	Label Room	2/13/97	Y	-	-
Product Label Instructions - Page 2	X							labin#2	Label Room	2/13/97	Y	-	-
Shipping Dock Flow	X							sdf#4	Systems Doc. Manual	2/11/97	Y	-	-
Shipping Info Book and 'Odds' Page								sibfc#1	VP Operations Office	3/5/97	-	Y	1
Bill of Lading Instructions	X							B/L Instructions.wps	Systems Doc. Manual	1/15/97	Y	-	-
Shipping Instructions	X							ship in#1.cwk	Shipping Info Book	2/27/97	Y	-	-

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Do not ship below 32 degrees F temperature list	X							dns32#1	Shipping Info Book	2/11/97	Y	-	-
Bulk Material Tanker Loading Procedure		X						Tankerload.wps	Systems Doc. Manual	1/20/97	Y	-	-
Preventive Maintenance Records (3 Examples)			X					Paper File Title	Systems Doc. Manual	-	-	Y	1
4.10 Quality Control Process		X						qc1.cfl	Systems Doc. Manual	2/5/97	Y	-	-
Quality Control Testing		X						QC Testing.wps	Systems Doc. Manual	10/10/96	Y	-	-
4.11 Calibration System		X						cal1.cfl	Systems Doc. Manual	2/12/97	Y	-	-
Outsourced Calibration		X						cal2.cfl	Systems Doc. Manual	2/12/97	Y	-	-
Master Equipment Listing		X								-	-	Y	1
4.12 Inspection & Test Status		X						insp_sts.cfl	Systems Doc. Manual	2/12/97	Y	-	-
4.13 Nonconforming Product		X						noncht#1	Systems Doc. Manual	10/30/96	Y	-	-
NC CA Form (Original)		X						nc_ca.xls	Systems Doc. Manual	2/12/97	Y	-	-
NC and CA Form System		X						nc_form.cfl	Systems Doc. Manual	2/12/97	Y	-	-
NC CA Form (Completed)		X						Paper File Title	TBD	-	-	Y	1
Customer Complaint System		X						cccht#2	Systems Doc. Manual	2/7/97	Y	-	-
Customer Complaint Log Form		X						ccl#1	Systems Doc. Manual	3/5/97	Y	-	-
Customer Complaint Log (Ongoing)		X						Paper File Title	TBD	-	-	Y	-
Returned Product Verification Form		X						ReturnedProduct.wps	Systems Doc. Manual	1/23/97	Y	-	-
Returned Product Verification Form (Completed)		X						Paper File Title	TBD	-	-	Y	1
Work Off System		X						wocht#1	Systems Doc. Manual	3/5/97	Y	-	-
4.14 Corrective and Preventive Action		X						c_act.cfl	Systems Doc. Manual	2/12/97	Y	-	-
4.15 Handling, Storage, Packaging, Preservation & Delivery	Addressed in Systems Manual												
4.16 Control of Quality Records		X						qr_ctrl.cfl	Systems Doc. Manual	2/12/97	Y	-	-
4.17 Internal Audit System		X						int_audt.cfl	Systems Doc. Manual	3/1/97	Y	-	-
Internal Audit Reports		X						Paper File Title	TBD	-	-	Y	1
4.18 Training		X						train.cfl	Systems Doc. Manual	2/12/97	Y	-	-
OJT (Plant Work Instruction) Check List		X						PlantJobChecklist3.wps	Systems Doc. Manual	12/11/96	Y	-	-
OJT Check List (Completed)			X					Paper File Title	TBD	-	-	Y	1
4.19 Servicing	Addressed in Systems Manual												
4.20 Statistical Techniques	Addressed in Systems Manual												
ISO 14000 Related													
MSDS Flow Chart		X						msdsf#	Systems Doc. Manual	12/11/96	Y	-	-
Other Quality Related Documentation													
GE Labeling Instructions (computer generation)		X							Systems Doc. Manual		Y	-	-
Laboratory Procedures Manual													
pH Meter Standardization		X						Binder Title	Laboratory	-	Y	-	-
Salt Spray Cabinet - Set-up and Control		X						SaltSpray	Lab Procedures Man.	1/6/97	Y	-	-
Salt Spray Solution: Preparation		X						SaltSpraySolPrep.wps	Lab Procedures Man.	2/4/97	Y	-	-
Salt Spray Testing Log		X						RingBinder	Lab Procedures Man.	TBD	Y	-	-
Preparation of Titration Solutions		X						solutionprep.wps	Lab Procedures Man.	10/10/96	Y	-	-
Procedure for Preparing a Titration Kit		X						titrationkitprep.wps	Lab Procedures Man.	10/10/96	Y	-	-
Titration Solution Flow Chart		X						titrat.cfl	Lab Procedures Man.	2/7/97	Y	-	-
Procedure for Determining Titration of a New Product		X						newtitration.wps	Lab Procedures Man.	10/10/96	Y	-	-
Titration files (Master)		X						-	Laboratory	-	Y	-	-
Titration files (Kit Copies)		X						-	Laboratory	-	Y	-	-

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Lab Standard Solutions Manual	X							Disk Files	Computer	-	Y	-	-
0.1 N Sodium Hydroxide	X							naoh.1n.wps	Std Solutions Manual	10/8/96	Y	-	-
1 Normal Sodium Hydroxide	X							naoh1n.wps	Std Solutions Manual	10/8/96	Y	-	-
2 N Potassium Hydroxide	X							koh2n.wps	Std Solutions Manual	10/8/96	Y	-	-
0.1 N Sulfuric Acid	X							acid.1n.wps	Std Solutions Manual	10/8/96	Y	-	-
1 N Sulfuric Acid	X							acid1n.wps	Std Solutions Manual	10/8/96	Y	-	-
2 N Sulfuric Acid	X							acid2n.wps	Std Solutions Manual	10/8/96	Y	-	-
12 N Sulfuric Acid	X							acid12n.wps	Std Solutions Manual	10/8/96	Y	-	-
4% Potassium Permanganate Solution	X							4%kmno4.wps	Std Solutions Manual	10/8/96	Y	-	-
0.043 N Potassium Permanganate Solution	X							.043nkmno4.wps	Std Solutions Manual	10/8/96	Y	-	-
Phenolphthalein Solution	X							phenolphthalein.wps	Std Solutions Manual	10/9/96	Y	-	-
Bromophenol Blue Indicator Solution	X							bromophenolblue.wps	Std Solutions Manual	10/9/96	Y	-	-
Titration Solution Adjustment Page	X							adjustpage.wps	Std Solutions Manual	10/9/96	Y	-	-
Lab Standard Solutions Manual	X							Disk Files	Computer	-	Y	-	-
ASTM vol 6.01 "Paint Tests for Formulated Products and Applied Coatings"	X							By title	Laboratory	1991	Y	-	-
ASTM Part 23 "Petroleum Products and Lubricants (I) D56-D1660	X							By title	Laboratory	1981	Y	-	-
Condensed Chemical Dictionary	X							By title	Laboratory	1981	Y	-	-
UPS Guide for Shipping Ground and Air Hazardous Materials	X							By title	Laboratory	1996	Y	-	-
Merck Index	X							By title	Laboratory	1975	Y	-	-
Langes Handbook of Chemistry	X							By title	Laboratory	1956	Y	-	-
Code of Federal Regulations	X							By title	VP Op Office	10/1/95	Y	-	-
Preparation of Metals for Painting (Spring)	X							By title	VP Op Office	1965	Y	-	-
Industrial Cleaning	X							By title	VP Op Office	1974	Y	-	-
Hazard Communications Guide	X							By title	VP Op Office	1985	Y	-	-
Lab Standard Solutions Manual	X							Disk Files	Computer	-	Y	-	-
USDA Formula Form	X							By title	-	-	N	-	-
USDA Ammended Formula Form	X							By title	-	-	N	-	-
USDA Distributor Form	X							By title	-	-	N	-	-
USDA Authorization Form	X							By title	-	-	N	-	-
Lab Standard Solutions Manual	X							Disk Files	Computer	-	Y	-	-
None as of 970205													