

NUMBER :
REVISION : B
DATE : 08/01/98
AUTHOR :
APPROVAL : DCR #
PAGE : 1 of 1

QUALITY SYSTEM DOCUMENT

TITLE: QUALITY SYSTEM DOCUMENTATION FORMATS

1.0 PURPOSE

1.1 The purpose of this document is to ensure that all Quality System procedures are maintained in a systematic and recognizable format that allows easy identification and employee use while providing efficient management of revision and distribution control.

2.0 REFERENCES

2.1 None

3.0 RESPONSIBILITIES

3.1 All employees are responsible for following this procedure for the creation and revision of Quality System procedures.

4.0 PAGE LAYOUT

4.1 All procedures shall be printed on sky blue paper. The ISO Coordinator or Quality Assurance Manager shall supply this paper.

4.2 A document identification table shall appear in the upper right hand corner of each page of each procedure.

4.3 The identification table contains the procedure number, revision level, issue date, author, approver, and page number.

5.0 SECTION HEADINGS

5.1 Major concepts will be identified with section headings.

5.2 These headings will be numbered using a legal style section numbering scheme as demonstrated in this document.

5.3 Section headings will allow users to quickly locate required information.

5.4 The following section headings are required for use by procedure writers:

NUMBER :
REVISION : B
DATE : 08/01/98
AUTHOR :
APPROVAL : DCR #
PAGE : 2 of 2

QUALITY SYSTEM DOCUMENT

- 1.0 Purpose:** Lists purpose or objective of the procedure.
- 2.0 References:** Contains a list of other Quality System documents affected by this procedure.
- 3.0 Responsibilities:** Identifies the users of the procedure.
- 4.0 Procedure:** The number of sections included in the is limited only by the actual number of major factors that need to be detailed. The title of "Procedure" is intended to be replaced by the factor being described.
- X.0 Revision Control:** Detail major document changes. (This will be the last section in the Work Instruction.

6.0 DOCUMENT IDENTIFICATION CODES

- 6.1 The identification numbering system will consist of four parts.
- 6.1.1 Site Code
 - 6.1.2 Type Code
 - 6.1.3 Responsibility Code
 - 6.1.4 Unique document identifier
- 6.2 The site code for Company X is CWI.
- 6.3 The type code will be used to identify the type of procedure, which identifies the ISO 9000 element.
- 6.4 The type code will allow location of relevant procedures across departmental lines. Type codes are listed below.

<u>Procedure Type</u>	<u>Code</u>
Management Responsibility	01
Quality System	02
Contract Review	03
Design Control	04
Document Control	05
Purchasing	06
Customer Supplied Material	07
Product Identification and Traceability	08

QUALITY SYSTEM DOCUMENT

Process Control	09
Inspection and Testing	10
Inspection Measuring and Test Equipment	11
Inspection and Testing Status	12
Control of Non Conforming Material	13
Corrective and Preventive Action	14
Handling, Packaging, Storage, and Delivery	15
Quality Records	16
Internal Quality Audits	17
Training	18
Servicing	19
Statistical Techniques	20
Safety	30
Environmental	40
Preventive Maintenance	50

- 6.5 The department responsible for the maintenance of the procedure is identified with a three-character responsibility code. These codes are listed below.

<u>Responsible Area</u>	<u>Code</u>
Quality Department	QAD
Process Engineering	PED
Human Resources	HRD
Maintenance	MNT
Materials	MTL
Casting	CST
Pasting	PST
Assembly	ASY
Formation	FRM
Shipping	SHP
Technical Services	TSD
Safety	SFT
Environmental	ENV

- 6.6 A four-digit number shall serve as a unique identifier for each work instruction. The four-digit sequence will begin at 0000 and continue to 9999.
- 6.7 The Document Number shall consist of and be formatted as follows:

Site Code - Type Code - Responsibility Code - Unique Identifier

Example: A work instruction for in-process inspection of product on the casting line could be numbered CWI-10-CST-0001.

7.0 REVISION CONTROL

NUMBER :
REVISION : B
DATE : 08/01/98
AUTHOR :
APPROVAL : DCR #
PAGE : 4 of 4

QUALITY SYSTEM DOCUMENT

7.1 Revision B – Format changes. Redefine responsibility and section headings.