QUALITY SYSTEM DOCUMENT

TITLE: USE OF SOP'S AND REFERENCE MATERIALS

1.0 PURPOSE

1.1 The purpose of this document is to ensure the proper and controlled use of Standard Operating Procedures (SOP's) and other posted materials.

2.0 REFERENCES

2.1 CWI-05-QAD-0000 Quality System Documentation Control

2.2 CWI-05-QAD-0002 Document Change Request

3.0 RESPONSIBILITIES

3.1 It is the responsibility of all Managers to ensure that no SOP's or reference material is posted without compliance with this work instruction.

3.2 The ISO Coordinator is responsible for maintaining the SOP database to control the number and revision of these documents.

3.3 Other responsibilities as listed throughout this document.

4.0 STANDARD OPERATING PROCEDURES (SOPs)

4.1 SOPs are summaries or highlights of work practices.
- 4.1.1 If the subject matter involves any detail that could affect the quality of products manufactured or processed, it should be a SOP.
- 4.1.2 If the subject matter involves any detail which would not affect the quality of products manufactured or processed, it should be a Reference document (refer to section 5.0).

4.2 SOPs may be exerts from work instructions, procedures, drawings, product specifications, or process specifications.

4.3 When revising or creating a new SOP, originators are required to work with the ISO Coordinator.

4.4 SOPs will be posted in work areas for quick access as needed.

4.5 SOPs are stand-alone documents that do not require a reference to a higher level document unless one exists.

4.5.1 There shall be linkage shown to higher level documents if they exist by referring to the document in the 'Parent Document' box of the SOP. (Either corporate specification or plant work instruction) otherwise place None in the space provided.

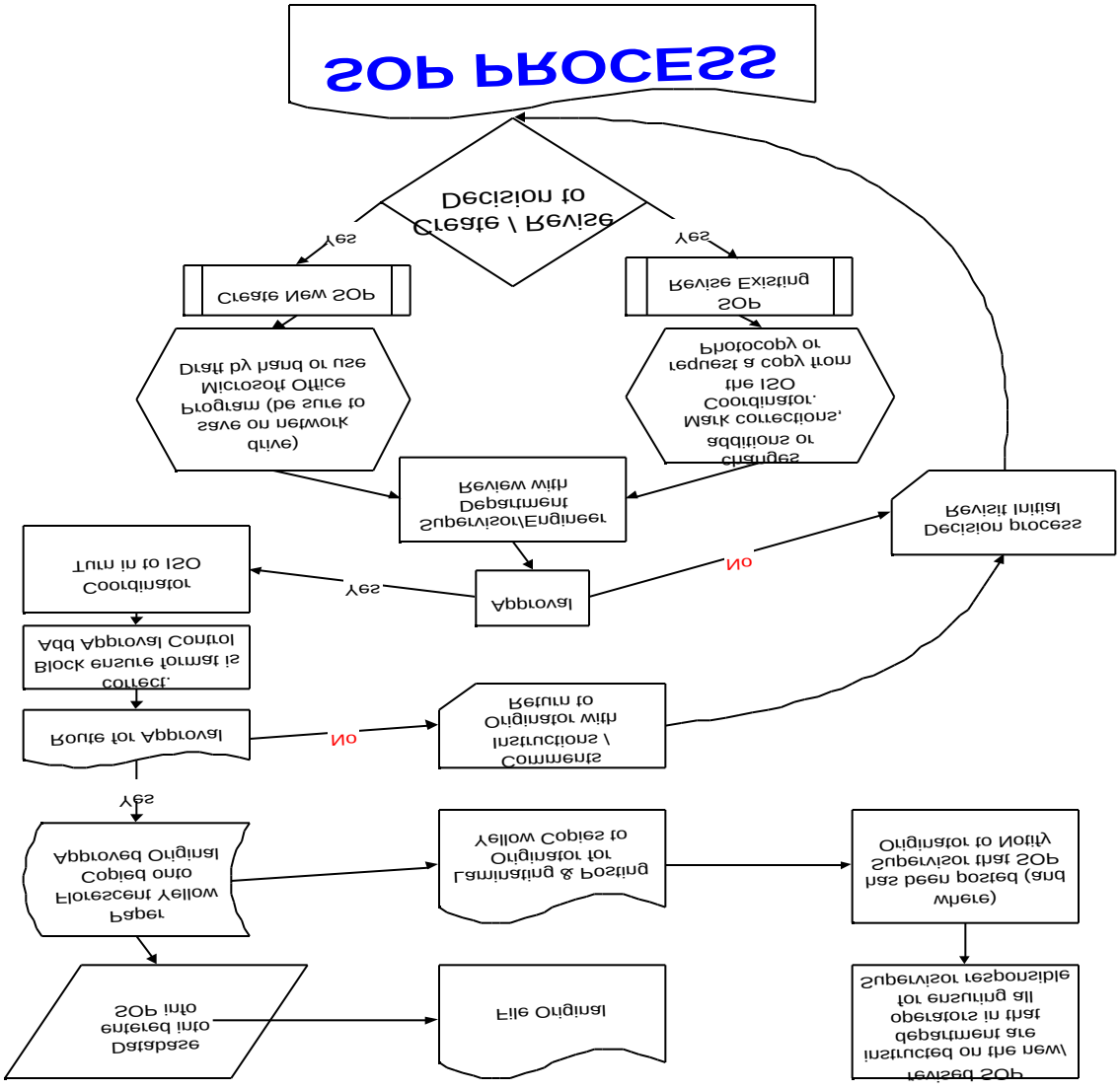
4.6 Format:

4.6.1 SOPs are required to include an approval table as displayed:

APPROVALS	DOCUMENT NUMBER	COMPANY 'X'
MANAGER:	CSOP-___	STANDARD OPERATING PROCEDURE (S.O.P.)
DEPT. SUPERVISOR / ENGINEER:	REVISION:	DEPARTMENT: / QTY:
	EFFECTIVE DATE:	TITLE:
ORIGINATOR:	PARENT DOC:	

There are no other formats requirements.

4.7 Revision/Implementation Process -



4.8 Approval:

4.8.1 SOP Manager approval block must be signed of by one of the following: Plant Manager, Engineering Manager, or Quality Assurance Manager.

4.8.2 SOP Department approval block must be signed by either a Department Supervisor or Department Engineer.

4.9 Posting:

4.9.1 After approval signatures are obtained, the ISO Coordinator will copy the SOP onto yellow paper. The original will be kept in a master file and the floor copies (as listed in the quantity box) will be given to the originator.

4.9.2 The originator will laminate the SOP's and post in the required areas, ensuring removal of any obsolete documents at that time and notifying the Department Supervisor when this is done.

4.9.3 Interim SOP's may be posted if approved by Department Supervisor until an approved SOP can be processed (should be completed within 14 days) following these guidelines:

4.9.3.1 These SOP's are **not** to be on yellow paper

4.9.3.2 shall have a heading of "INTERIM SOP"

4.9.3.3 show the date posted

4.9.3.4 Have the Supervisors printed name and shift ID along with a signature on 1st page.

4.10 Review:

4.10.1 Operators and Supervisors are responsible for ensuring all SOP's in their respective area are current.

4.10.2 The Department Supervisors are responsible for periodic review of SOP's with a minimum review of once every 6 months.

5.0 OTHER POSTED (REFERENCE) MATERIAL

5.1 Reference material is identified as subject matter that does not involve any detail that would affect the quality of products manufactured or processed in this plant.

5.1.1 If the subject matter involves any detail which could affect the quality of products manufactured or processed, it should be a SOP (refer to section 4.0).

5.1.1.1 SPECIAL REFERENCE ITEMS are to be reviewed and approved by the Plant Manager on a case-by-case basis. See section 5.6 for guidelines.

5.2 Examples of reference materials include, but are not limited to photographs, exhibits, and written information or instructions.

5.3 A copy of the posted item(s) is to be provided to the QA Manager all Department/Process related management staff (i.e., Engineers and Supervisors).

5.4 Reference material may be posted with the approval of the Plant Manger (or designee) and any of the following: Quality Assurance Manager, Engineering Manager, Department Engineer and Department Supervisor.

5.5 Posted reference materials are required to include the approval signatures.

5.5.1 The department management staff is responsible for removing any posted reference documents that are no longer valid in their areas.

5.6 **Special** reference items (such as exceptionally detailed processes that do affect quality of product/process and are managed by an Engineer or Manager) can be posted (without a SOP #) following sections 5.2 and 5.3 and will also:

5.6.1 Be the **Originator's** responsibility for keeping posted material updated and maintaining a listing of where this information is posted.

5.6.2 **Include** a special reference approval block that will include (but is not limited to):

5.6.2.1 Department(s) Affected

5.6.2.2 Originator Identification

5.6.2.3 Document Title

5.6.2.4 Date Posted

5.6.2.5 Approval signatures (of Plant Manager, QA Manager, and either the Department Manager/Engineer or Supervisor)

6.0 SOP LOG

6.1 The ISO Coordinator shall maintain a log or database of all SOPs and their current revision.

7.0 REVISION CONTROL

7.1 Revision C – Format changes. Redefine SOP requirements. Redefine approval and responsibilities.

7.2 Revision D – Updated title - replaced "Posted Materials" in Title. Updated responsibilities. Made previous 4.5 a sub section under 4.4, renumbered section as needed. Updated Approval Block Display Format in 4.6. Removed "fluorescent" from section 4.8.1. Changed "Technical Manager" in section 5.1 and 4.7.1 to Engineering Manager. Added more specific details under section 4.9.3. Updated section 5.0 to include special reference material process-identification and requirements.