Your Logo Here	DOCUMENT AND DATA CONTROL		
	Operational Procedure: QOP-05-02	Rev.: A	Pg. 1~~1~~ of 5

DISTRIBUTION

__ President	__ Purchasing	__ Human Resources
__ Design Engineering	__ Service	__ Quality Assurance
__ Production	__ Marketing	__ Quality Control
__ Production Engineering	__ Sales	__ Production Areas
__ Materials Control	__ Contracts	__ Office Areas

I PURPOSE

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for establishment, review, authorization, issue, distribution, and revisions of controlled documents.

This procedure also instructs how to receive, review, distribute, and implement customer engineering documents and changes.

II APPLICATION

There are eight categories of controlled quality system documents to which this procedure applies:

- Quality Manual;
- Operational Procedures;
- Work Instructions;
- Automotive Reference Manuals;
- Standards and other technical reference materials;
- Drawings, specifications, procedures, and other documents defining products;
- Customer engineering documents and changes; and
- Production and Control Plans.

This procedure concerns all departments.

Written by:	Original Issue Date:
Approved by:	Date:
Approved by:	Date:

III PROCEDURE

1. Identification

1.1 All documents are normally identified by their title, code/number, date of issue, revision level, identification of the issuing authority, and an authorized approval signature. For some types of documents the code/number and revision level are not relevant and are not required. At a minimum, all documents are dated and signed (or otherwise identify the issuing authority).

1.2 Work instructions posted on walls or otherwise displayed at work stations are also controlled. They are dated and authorized, but they do not have to be identified with a revision level. When revised, the obsolete posted instructions are removed and the new versions are affixed in their place.

2. Establishment of Initial Issues and Revisions

2.1 Personnel on all levels are encouraged to identify the need for, and propose issue of new procedures, work instructions, workmanship standards, and additional product-related documents. All personnel are also encouraged to critically evaluate the documents they use and request revisions to correct errors and inconsistencies. Long, complicated, and bureaucratic procedures should be avoided. Documents must be readily understandable by those that are expected to use them.

2.2 Anyone in the company can request the issue of a new document or revision of an existing one. The person wishing to initiate a document or a revision submits a draft of the proposed document to the departmental manager or, in the case of documents controlled by QA, directly to the QA Manager. The responsible manager may revise or reject the draft. Regardless of who initiates a document, the responsibility to review, approve, and issue the document always rests with the manager designated in Procedure QOP-05-01 Quality System Documentation.

3. Initial Issue

3.1 Prior to issue and release, documents are reviewed for adequacy, correctness, and conformity to quality policies. A document is considered to be formally issued when an authorized approval signature is placed on it. Documents that require more than one approval signature have preprinted signature boxes, or otherwise indicate how many and which signatures are required for approval and issue.

4. Revisions

4.1 Changes to documents are reviewed and approved by the same function or department that approved the initial document, unless specifically designated otherwise. Revisions made by handwritten corrections must be signed and dated. Issuing of revised documents follows the same rules that apply to initial issues. Revision of a document is

considered to be formally issued when an authorized approval signature is placed on it.

5. Placement of Initial Issues and Revisions

5.1 The quality manual and operational procedures both have a distribution list printed on their title pages. Whenever appropriate, other documents also have a distribution list. Documents are placed with personnel and at locations where pertinent operations are performed. Managers also have a full set of quality system documents relevant to their departments.

5.2 Documents directly related to specific products and processes are distributed to document stations in production areas or, for custom products, are enclosed with the production work order.

5.3 Revisions of documents are distributed to the same personnel and locations as the original issues. Every copy of a revised document is distributed with a cover sheet that contains a change brief describing what has been changed and what is new. The cover sheet also contains a note instructing the recipient to remove and destroy the old, superseded version of the document. Maintaining unauthorized files with superseded revisions of controlled documents is prohibited.

6. Master List

6.1 Each department issuing controlled documents maintains a master list of all issued documents. The list can be in the form of a log, catalog cards, computer database, etc. The list identifies each issued document by its title, code/number, date of issue, the last revision level, and distribution (if not otherwise provided).

7. Customer Engineering Documents and Changes

7.1 Engineering documents (standards, specifications, drawings, samples, etc.) and changes received from customers are first routed to the Contracts Manager. Contracts logs the received documents in the Customer Engineering Documents (CED) log.

7.2 Without delay, the received documents are reviewed by Production Engineering and Production to evaluate whether it is feasible to implement the documents or changes within five business days or less from the date the documents were received. If implementation within five business days is not possible, the customer is contacted.

7.3 Received documents and changes are also reviewed for identification of all changes, correctness of revision level, and approval of the customer issuing authority. If any ambiguities or errors are detected, the customer is notified. Otherwise the documents are approved for implementation. The approval is recorded in the CED log.

7.4 In some cases it is not suitable to introduce customer documents, especially drawings, on the production floor in their original form. The Production Manager decides whether or not customer documents should be consolidated and/or reinterpreted. Consolidated and

reinterpreted documents are reviewed and approved prior to release, and are otherwise controlled in accordance with this procedure. Original customer documents are preserved and are readily available for reference.

7.5 Documents approved for production are distributed to locations where they are used, as per Subsection 5.3 above, and are implemented without delay. The date and hour of implementation and the first batch of products affected by the new document or change are recorded in the CED log.

8. Historical Documents and Archives

8.1 Masters and copies of obsolete documents that are retained for preservation of knowledge or legal reasons are stamped HISTORY and are kept separate from current documents.

8.2 The company maintains archives of historical documents such as old drawings, specifications, reports, standards, samples, and so forth. Archived documents are inactive, and are neither maintained nor controlled. Cabinets containing archived documents are segregated from those containing active documents and are labeled ARCHIVES. Whenever documents are removed from archives for reference, and there is a risk of these documents being mixed up with current documents, they are stamped HISTORY.

9. Uncontrolled Copies

9.1 Documents issued to personnel and outside parties who are not affected by the document, but need a copy for information only, are stamped UNCONTROLLED across every page. Such documents are not followed up with revisions. Uncontrolled copies of documents may not be given to personnel or outside parties who manage, perform, or verify work that is directly affected by the document.

10. Control of Documents in Electronic Media

10.1 All document control policies and procedures equally apply to documents established, maintained, and distributed in electronic media (computer files).

10.2 Approval and authorization of documents is evidenced by name, initials, or electronic signature of the authority issuing and/or releasing the document. Documents that are not properly authorized may not be made available on the general system.

10.3 All documents on the system are identified with a revision level and/or date of issue. Obsolete documents are removed from the general system and are stored on discs or tapes, or in secured directories, and are accessible only by authorized personnel.

10.4 All documents on the system are regularly backed up.

IV ASSOCIATED DOCUMENTS

- Quality System Documentation — Oper. Proc. QOP-05-01
- Quality Records — Oper. Proc. QOP-16-01