



## I. Objective

To ensure that the Quality Manual, Procedures, Forms and other internally generated quality management system documents are under control. This includes creation, amendment, deletion, review, approval, maintenance and distribution.

## II. Scope

This procedure defines the actions and responsibilities of the Requester, Process Owners, Document Controller and Approving Authorities in the control of new, revised and deleted documents.

## III.

## Responsibilities

Requester,  
Process Owner

QMR

QMR

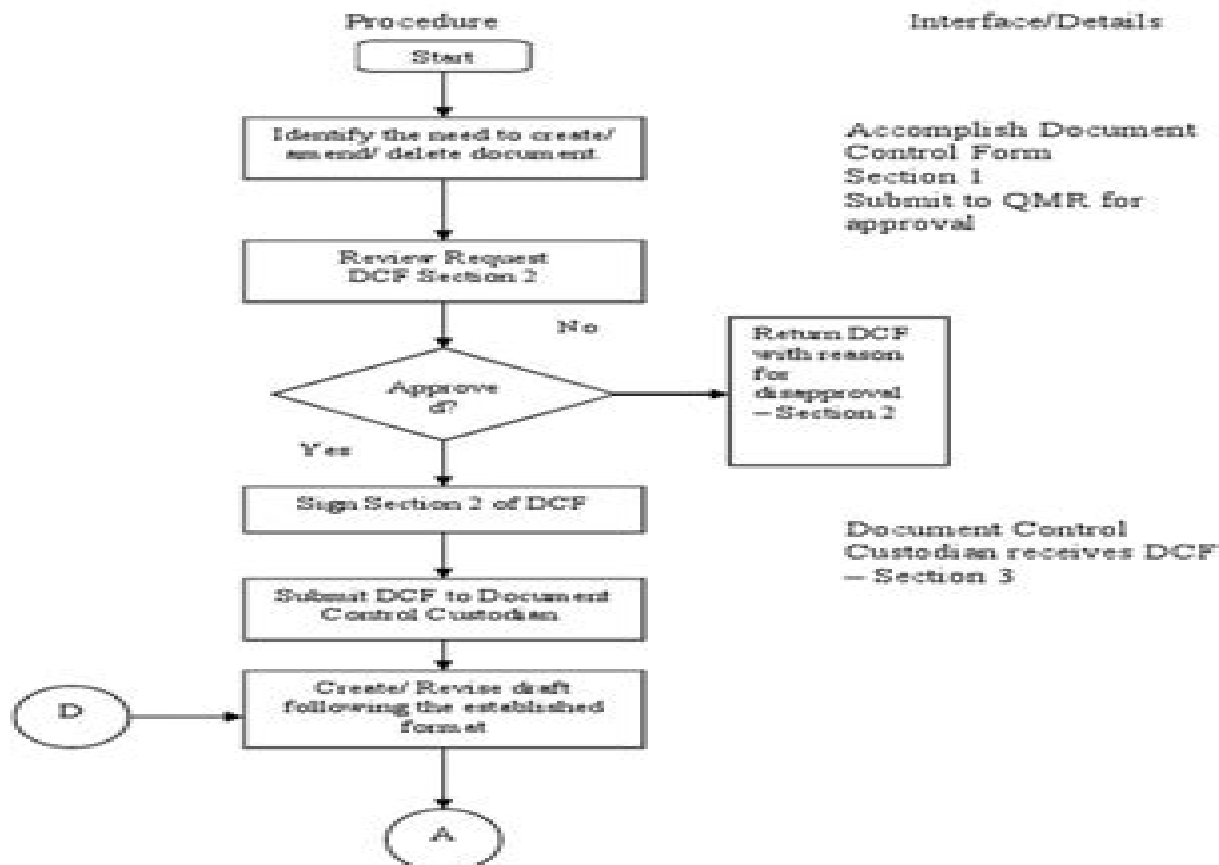
QMR

Document Control  
Custodian

Process Owner

## Procedure

## Interface/Details



Prepared by:

\_\_\_\_\_  
Quality Management Representative

Approved by:

\_\_\_\_\_  
Senior Manager / Top Management Representatives

# Sample Document Control Procedure

**D Keegan**



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