

DOCUMENT CONTROL SOP FOR MACHINES

SOP. NO	WRITTEN BY	DATE:
10	Carrie Anne Richardson	August 21, 2029

PURPOSE:	The purpose of this SOP is to establish a consistent and controlled method for documenting changes made to machines.
SCOPE:	This SOP applies to all machines in the facility.
RESPONSIBILITY:	The person responsible for this SOP is the Quality Manager.
PROCEDURE:	<ol style="list-style-type: none">1. When a change is made to a machine, the machine's documentation (schematic, drawing, PLC program, etc.) must be updated to reflect any revisions and changes.2. The person responsible for making the change must update the documentation and submit the summary to the Quality Manager for review and approval.3. The Quality Manager will review the documentation and, if necessary, make changes. Once the documentation has been approved, it will be filed in the machine's file.4. Any changes made to the machine without prior approval from the Quality Manager may result in disciplinary action.

Procedure Document Template

Heather D Ramsay, Marie Rutherford

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the authors' names.

Procedure Document Template:

Best Practices in Policies and Procedures Stephen Butler Page, Stephen Page, 2002 Best practices book that focuses on the alignment of policies and procedures to the vision strategy plan and core processes of an organization This book focuses on finding actual content for your policies and procedures

PROC DOCUMENT by Example Using SAS Michael Tuchman, 2013-10-31 PROC DOCUMENT by Example Using SAS demonstrates the practical uses of the DOCUMENT procedure a part of the Output Delivery System in SAS 9.3 Michael Tuchman explains how to work with PROC DOCUMENT which is designed to store your SAS procedure output for replay at a later time without having to rerun your original SAS code You will learn how to save a collection of procedure output descriptive text and supporting graphs that can be replayed as a single unit save output once and distribute that same output in a variety of ODS formats such as HTML CSV and PDF create custom reports by comparing output from the same procedure run at different points in time create a table of contents for your output modify the appearance of both textual and graphical ODS output even if the original data is no longer available or easily accessible manage your tabular and graphical output by using descriptive labels titles and footnotes rearrange the original order of output in a procedure to suit your needs After using this book you will be able to quickly and easily create libraries of professional looking output that are accessible at any time This book is part of the SAS Press program

Information Security Policies, Procedures, and Standards Douglas J. Landoll, 2017-03-27 Information Security Policies Procedures and Standards A Practitioner's Reference gives you a blueprint on how to develop effective information security policies and procedures It uses standards such as NIST 800.53 ISO 27001 and COBIT and regulations such as HIPAA and PCI DSS as the foundation for the content Highlighting key terminology policy development concepts and methods and suggested document structures it includes examples checklists sample policies and procedures guidelines and a synopsis of the applicable standards The author explains how and why procedures are developed and implemented rather than simply provide information and examples This is an important distinction because no two organizations are exactly alike therefore no two sets of policies and procedures are going to be exactly alike This approach provides the foundation and understanding you need to write effective policies procedures and standards clearly and concisely Developing policies and procedures may seem to be an overwhelming task However by relying on the material presented in this book adopting the policy development techniques and examining the examples the task will not seem so daunting You can use the discussion material to help sell the concepts which may be the most difficult aspect of the process Once you have completed a policy or two you will have the courage to take on even more tasks Additionally the skills you acquire will assist you in other areas of your professional and private life such as expressing an idea clearly and concisely or creating a project plan

Radiology Business Practice David M. Yousem, Norman J. Beauchamp, 2007-11-19 To succeed in radiology you not only need to be able to interpret diagnostic images accurately and efficiently you also need to make wise decisions about managing your practice at every

level Whether you work in a private group hospital and or university setting this practical resource delivers the real world advice you need to effectively navigate day to day financial decisions equipment and computer systems choices and interactions with your partners and staff Equips you to make the best possible decisions on assessing your equipment needs dealing with manufacturers purchasing versus leasing and anticipating maintenance costs and depreciation Helps you to identify your most appropriate options for picture archiving systems and radiology information systems security issues high speed lines storage issues workstation assessments and paperless filmless flow Offers advice on dealing with departments clinicians who wish to perform radiological procedures and provides strategies for win win compromises drawing the line inpatient versus outpatient considerations cost and revenue sharing and more

A Pragmatic Guide to Business Process Modelling Jon Holt,2009 This expanded second edition shows how effective and accurate modelling can deliver a more complete understanding of a business By applying the visual modelling techniques described here it is possible to map an entire business using the Unified Modelling Language UML Jon Holt covers all aspects of the BPM process including analysis specification measurement and documentation New chapters deal with the presentation of process information enterprise architecture and business tools

Writing and Managing SOPs for GCP Susanne Prokscha,2015-07-29 This book discusses managing SOPs for GCP from conception to retirement It recommends approaches that have a direct impact on improving SOP and regulatory compliance Throughout the text the book provides a user s point of view to keep topics focused on the practical aspects of SOPs and SOP management

Iso 9001 Robert Bamford,William J. Deibler II,2003-12-18 Executives engineering managers project managers engineers and process improvement experts within engineering organizations need a resource that systematically translates the requirements of ISO 9001 2000 into a usable specification for engineers Understanding ISO 9001 2000 from an engineer s perspective ensures that software hardware and sy

ACT! by Sage For Dummies Karen S. Fredricks,2011-03-10 Are you ready to reap the benefits of the bestselling contact relationship manager CRM software on the market today Well then get into the act with ACT 2008 and find out how the latest version of this exciting software enables you to set up a database that s right for you so that you can focus on your business and career growth while also saving time and money With this fun and friendly guide in hand you ll discover how ACT organizes customer information in one place safely shares customer info between workgroups and provides you with forecast tools reports and a contact database Whether you re new to the features of ACT or you are familiar with the basics but have not yet put to use ACT s more advanced abilities this nuts and bolts reference has been updated and revised to make sure that you are up to speed on the most efficient way to organize your customer relationships and activities Author and full time ACT Certified Consultant and ACT Premier Trainer Karen Fredricks walks you through tasks such as Setting up the contact database Adding multiple contacts to a group and adding contacts to a company Changing contact level security access Scheduling activities Using the basic ACT Reports Designing new reports Automating the backup process Integrating with

Outlook Creating groups ACT by Sage For Dummies 9th Edition also boasts a companion Web site that includes all the updates for the 2008 version of ACT You ll be amazed by just how quickly you ll be able to set up a database and get it to act for you

Mechatronic Systems and Automation Systems Zhen Yu Du,Bin Liu,2011-06-22 Selected peer reviewed paper of the 2011 International Conference on Mechatronic Systems and Automation Systems MSAS 2011 July 23 24 2011 in Xi an China

Emergency Department Leadership and Management Stephanie Kayden,Philip D. Anderson,Robert Freitas,Elke Platz,2015 Written for a global audience by an international team the book provides practical case based emergency department leadership skills

How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements Stephanie L. Skipper,2015-10-14 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The document control system DCS or documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations and a full set of formatted procedures and document templates are available for download to get you off to an even faster start This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system

Managing Web Projects Edward B. Farkas,2009-10-27 Getting Web projects done right and delivered on time is all about efficiency Putting the information you need and tools you can rely on at your ready disposal Managing Web Projects is a complete guide for project managers in the Internetworking industry A practical step by step guide to managing web based projects this hands on approach demystifies even the most daunting tasks Using common sense tips and proven tools international consultant Edward B Farkas outlines a typical project lifecycle including project integration scope and scope change and work breakdown structures He addresses concepts such as risk time human resources communications and quality management Dozens of templates schedules checklists and flow charts prepare you to become a project management professional fully versed in and aligned with the nine knowledge areas and five processes codified by the internationally accepted standards of the Project Management Body of Knowledge PMBOK

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Procedures for the Medical Administrative Assistant Heather D Ramsay, Marie Rutherford, 2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents **7 Steps to Better Written Policies and Procedures** Stephen Butler Page, 2001 Includes exercises suggested answers checklists sample policies and procedures

Quality Management System Handbook for Product Development Companies Vivek Nanda, 2005-01-27 Quality Management System Handbook for Product Development Companies describes a systematic approach for quality management and continuous improvement via a formal management system The approach centers on a high level process for defining a QMS from essential prerequisites to improvement mechanisms The book outlines the five major QMS

Strategic Environmental Performance Frances Alston, Brian K. Perkins, 2020-11-18 Protecting our environment has never been more important than it is today in the wake of climate change and the ever increasing demand on natural resources due to the expanding world population Environmental protection has been increasingly discussed by concerned citizen groups and politicians in the wake of unexpected environmental disasters that have occurred in recent years The need to protect drinking water resources control greenhouse gas emissions and implement successful waste reduction practices will continue to gain visibility with growing social awareness Environmental managers and leaders can all benefit from this comprehensive and strategic book which guides them through environmental regulatory requirements and methods that can be used to interpret the regulations develop programs and processes to ensure compliance The book includes a Tool Kit containing resources that can assist a company in assessing and evaluating the strength of their environmental program systems and processes so that changes can be made before damages to the environment becomes a reality and penalties are enforced

Accounting Policies and Procedures Manual Steven M. Bragg, 2012-06-19 Now in a fifth edition *Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department* is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books *Accounting Policies and Procedures Manual* is the tool every

accounting department needs to regularize and systematize its procedures to match the best in the industry Security Policies and Implementation Issues Robert Johnson, Chuck Easttom, 2020-10-23 PART OF THE NEW JONES BARTLETT LEARNING INFORMATION SYSTEMS SECURITY ASSURANCE SERIES Security Policies and Implementation Issues Third Edition offers a comprehensive end to end view of information security policies and frameworks from the raw organizational mechanics of building to the psychology of implementation Written by industry experts the new Third Edition presents an effective balance between technical knowledge and soft skills while introducing many different concepts of information security in clear simple terms such as governance regulator mandates business drivers legal considerations and much more With step by step examples and real world exercises this book is a must have resource for students security officers auditors and risk leaders looking to fully understand the process of implementing successful sets of security policies and frameworks Instructor Materials for Security Policies and Implementation Issues include PowerPoint Lecture Slides Instructor s Guide Sample Course Syllabus Quiz Exam Questions Case Scenarios Handouts About the Series This book is part of the Information Systems Security and Assurance Series from Jones and Bartlett Learning Designed for courses and curriculums in IT Security Cybersecurity Information Assurance and Information Systems Security this series features a comprehensive consistent treatment of the most current thinking and trends in this critical subject area These titles deliver fundamental information security principles packed with real world applications and examples Authored by Certified Information Systems Security Professionals CISSPs they deliver comprehensive information on all aspects of information security Reviewed word for word by leading technical experts in the field these books are not just current but forward thinking putting you in the position to solve the cybersecurity challenges not just of today but of tomorrow as well **Mastering VBA for Microsoft Office 2016** Richard Mansfield, 2016-02-23 Enhance productivity in any Office application with zero programming experience Mastering VBA for Microsoft Office 2016 helps you extend the capabilities of the entire Office suite using Visual Basic for Applications VBA Even if you have no programming experience you ll be automating routine computing processes quickly using the simple yet powerful VBA programming language Clear systematic tutorials walk beginners through the basics while intermediate and advanced content guides more experienced users toward efficient solutions This comprehensive guide starts at the beginning to get you acquainted with VBA so you can start recording macros right away You ll then build upon that foundation to utilize the full capabilities of the language as you use loops and functions message boxes input boxes and dialog boxes to design your own Office automation program Add ins embedded macros content controls and more give you advanced tools to enhance productivity and all instruction is backed by real world practice projects in Word Excel Outlook and PowerPoint Productivity is the name of the game and automating certain computing tasks is an easy solution with significant impact for any business This book shows you how with step by step guidance and expert insight Expand Office 2016 functionality with macros Learn how to work with VBA and the entire Office suite Create effective code even with no

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