



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

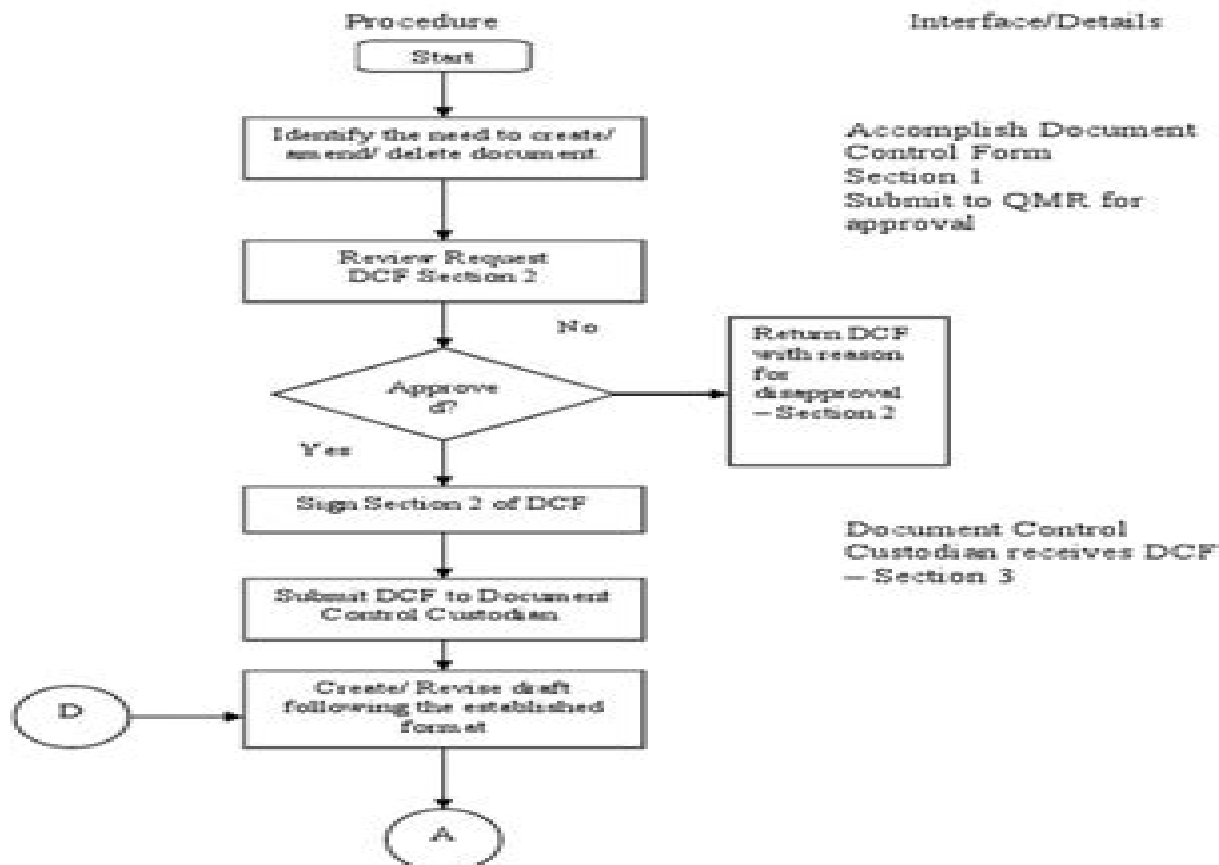
QMR

Document Control
Custodian

Process Owner

Procedure

Interface/Details



Prepared by:

Quality Management Representative

Approved by:

Senior Manager / Top Management Representatives

Sample Document Control Procedure

ML Yell



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