

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

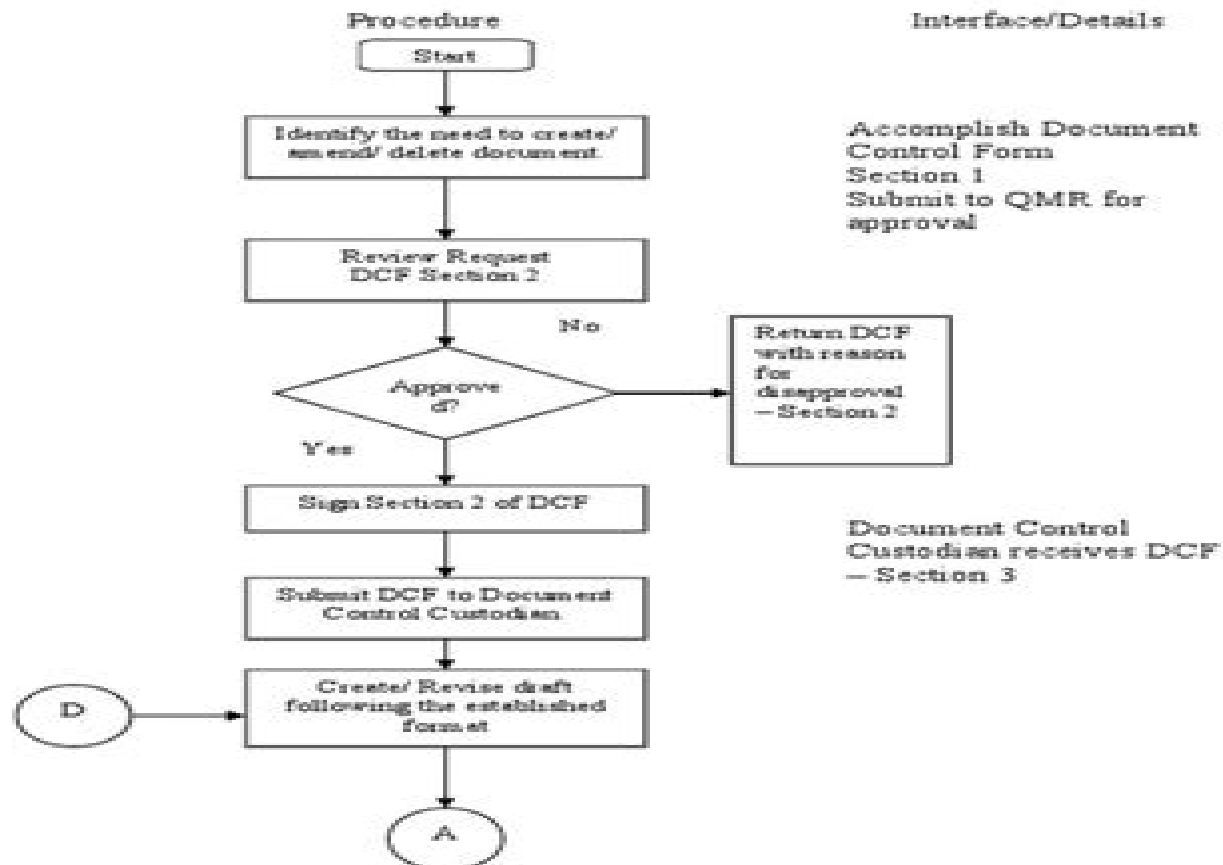
QMR

QMR

QMR

 Document Control
 Custodian

Process Owner

Procedure

Interface/Details

 Accomplish Document
 Control Form
 Section 1
 Submit to QMR for
 approval

 Document Control
 Custodian receives DCF
 - Section 3

Prepared by:

Approved by:

 Quality Management Representative

 Senior Manager / Top Management Representatives

Sample Document Control Procedure

**CCPS (Center for Chemical Process
Safety)**



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