

Document ID <b>QP1000</b>	Title <b>DOCUMENTED INFORMATION CONTROL</b>	Print Date <b>mm/dd/yyyy</b>
Revision <b>0.0</b>	Prepared By <b>Preparer's Name / Title</b>	Date Prepared <b>mm/dd/yyyy</b>
Effective Date <b>mm/dd/yyyy</b>	Reviewed By <b>Reviewer's Name / Title</b>	Date Reviewed <b>mm/dd/yyyy</b>
Standard <b>ISO 9001:2015, clause 7.5; Annex A.6</b>	Approved By <b>Final Approver's Name / Title</b>	Date Approved <b>mm/dd/yyyy</b>

**Policy:** The Company shall control Quality Management System (QMS) documented information to ensure it is reviewed and approved for suitability, available when needed and protected.

**Purpose:** To define the methods and responsibilities for controlling documented information used to provide work direction, set policy, and determined to be necessary for the effectiveness of the QMS at achieving stated objectives, meeting process criteria or to determine defects for correction or if a trend indicates corrective action is needed.

**Scope:** This procedure applies to all documented information required by the QMS, including documented information of internal and external origin.

**Responsibilities:**

- Document Control is responsible for controlling all documented information pertaining to the QMS, including all internal and external documents required by the QMS.
- Department Managers and Supervisors are responsible for ensuring that the latest versions of relevant documents are available at the point(s) of use, that these documents are legible, that they are understood and followed, and protected from unintended alterations. They are also responsible for reviewing and responding to document change requests in a timely manner.
- All Employees are responsible for ensuring documented information they generate are accurate, timely, and legible.
- The Engineering Manager is responsible for control of external and internal documents (e.g., blueprints, schematics, and technical drawings), bills of material (BOM), and customer specifications and requirements documentation.
- Quality Management is responsible for ensuring that documented information conforms to applicable standards.
- Management is responsible for reviewing requests and providing final approvals to documented information.

**Definitions:** Controlled Document – Document that provides information or direction for performance of work within the scope of the QMS.

# Sample Iso Procedure Templates

**Sigurjon Thor Arnason, Keith D. Willett**

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