

<i>Company logo</i> <i>Company name</i>	DOCUMENT MANAGEMENT	Page 1 of 30
	SP-QMS-001	Revision #: 0 Date (mm/dd/yyyy):

DOCUMENT CONTROL	
Superseded document:	
Effective date (mm/dd/yyyy):	

DOCUMENT APPROVAL			
	Name and Title	Signature	Date (mm/dd/yyyy)
Author			
Reviewer			
Approver			

The signatures above certify that this Procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Company logo	DOCUMENT MANAGEMENT	Page 2 of 30
	SP-QMS-001	Revision #: 0 Date (mm/dd/yyyy):

Table of Contents

1PURPOSE.....	4
2SCOPE.....	4
3TERMS AND DEFINITIONS.....	4
4RESPONSIBILITY AND AUTHORITY.....	7
4.1OPERATIONS.....	7
4.2DOCUMENTATION DEPARTMENT.....	7
4.3SYSTEM ADMINISTRATOR.....	7
4.4QUALITY.....	8
4.5DEPARTMENTS.....	8
4.6SUPERVISORS.....	8
4.7OPERATORS.....	9
5DESCRIPTION OF ACTIVITIES.....	9
5.1DOCUMENT HIERARCHY.....	10
5.2DOCUMENT TYPES.....	10
5.3WRITING STYLE.....	11
5.4DOCUMENT FORMAT.....	11
5.4.1QUALITY MANUAL FORMAT.....	11
5.4.2PROCEDURE FORMAT.....	12
5.4.3WORK INSTRUCTION FORMAT.....	13
5.4.4FORM FORMAT.....	14
5.5DOCUMENT IDENTIFICATION.....	14
5.5.1IDENTIFICATION OF A PROCEDURE, WORK INSTRUCTION, SOP.....	15
5.5.2IDENTIFICATION OF A FLOWCHART, LABEL, AND FORM.....	16
5.5.3ELECTRONIC IDENTIFICATION.....	16
5.6DOCUMENT CREATION AND MODIFICATION.....	17
5.6.1DOCUMENT CREATION.....	17
5.6.2DOCUMENT MODIFICATION.....	19
5.7DOCUMENT APPROVAL.....	20
5.7.1DOCUMENT APPROVAL BY THE DOCUMENTATION DEPARTMENT.....	21
5.7.2DOCUMENT APPROVAL BY THE QUALITY DEPARTMENT.....	21
5.7.3DOCUMENT APPROVAL BY SUPERVISORS.....	21
5.7.4DOCUMENT APPROVAL BY MANAGERS.....	22
5.7.5DOCUMENT APPROVAL BY OPERATIONS DIRECTOR.....	22
5.8DOCUMENT ELECTRONIC STORAGE.....	22
5.9DOCUMENT NOTIFICATION.....	23
5.10DOCUMENT DISTRIBUTION.....	23
5.11DOCUMENT COPIES.....	24
5.11.1CONTROLLED COPIES OF A QMS DOCUMENT.....	24
5.11.2UNCONTROLLED COPIES OF A QMS DOCUMENT.....	25

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 3 of 30
	<i>Company name</i>	SP-QMS-001
		Revision #: 0 Date (mm/dd/yyyy):

5.12	TRAINING OF END USERS.....	25
5.13	DOCUMENT USE.....	25
5.14	DOCUMENT REVISION AND UPDATE.....	25
5.15	DOCUMENT REVIEW.....	26
5.16	OBSOLETE DOCUMENT CONTROL.....	26
5.17	DOCUMENT RETENTION AND ARCHIVAL.....	27
5.18	CONTROL OF RECORDS.....	27
5.18.1	CONTROL OF CHANGES TO RECORDS.....	28
5.18.2	RECORDS RETENTION TIME.....	28
5.18.3	RECORDS DESTRUCTION.....	28
5.19	CONTROL OF EXTERNAL DOCUMENTS.....	28
5.20	PROTECTION OF ELECTRONIC DOCUMENTS AND RECORDS.....	29
6	REFERENCES.....	29
7	FORMS.....	29
8	ATTACHMENTS.....	29
9	DOCUMENT CHANGES.....	30
9.1	DOCUMENT CHANGES IDENTIFICATION.....	30
9.2	REASON FOR CHANGES.....	30

<i>Company logo</i> <i>Company name</i>	DOCUMENT MANAGEMENT	Page 29 of 30
	SP-QMS-001	Revision #: 0 Date (mm/dd/yyyy):

5.20 PROTECTION OF ELECTRONIC DOCUMENTS AND RECORDS

Effective protection of the integrity of the electronically stored documents and records is ensured through system backups and ensuring restoration capabilities.

6 REFERENCES

7 FORMS

Form ID number	Revision #	Title
FO-QMS-001001	0	Controlled Document Distribution List
FO-QMS-001002	0	Document Change Request
FO-QMS-001003	0	Master Document List
FO-QMS-001004	0	Obsolete Document List

8 ATTACHMENTS