

**PROCEDURE
FOR
PREPARATION, APPROVAL, ISSUE AND REVISION
OF
PROCEDURES**




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DOCUMENT NO: SP-01

REVISION O

AUGUST 2006

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Status	Author	Agreed	Approved
For Implementation			

1 PURPOSE

- 1.1 ISO 9001 requires that documented procedures be prepared consistent with the requirements of the Standard and with the Company's Quality policy. For ease of use, all Procedures need to be consistent in their structure and presentation. In addition, ISO 9001 requires that the responsibilities for approving, issuing and revising Procedures be laid down.
- 1.2 The purpose of this Procedure is to set out the requirements for preparation, approval, issue and revision of all Procedures forming part of the Company's Quality System.

2 RESPONSIBILITY FOR IMPLEMENTATION

- 2.1 All staff engaged in the preparation, approval, issue and revision of Procedures forming part of the Company's Quality System.

3 REFERENCES

ISO 9001:2000	Clauses 4.2.1 and 4.2.3
Document No. QS-01	Quality Manual
Document No. SP-02	Control of quality System Documents
Document No. PP-16	Maintenance of Records and Archiving

4 IMPLEMENTATION

4.1 Specification of Procedures

- 4.1.1 The Managing Director shall allocate the responsibility for authorship of procedures to the Director most concerned with the activity to be covered by the Procedure or, with that Director's consent, to one of the staff reporting to him.

4.2 Procedure Titling and Numbering

- 4.2.1 The title of each Procedure shall be agreed between the Director responsible for authorship of the procedure and the Quality System Manager.
- 4.2.2 All Procedures shall carry, as part of their title, the words:

DOCUMENT NUMBER AA-BB

Where, in all cases:

- AA is either SP or PP, depending upon whether the procedure is a System procedure or a Project Procedure.
- BB is a serial number obtained from the Register of Procedures (see Document No. SP-02, paragraph 4.2).

4.3 Style and Format

4.3.1 This Procedure shall be used as an example of the style and format of all Procedures.

4.3.2 The title page and all subsequent pages of each approved Procedure shall be prepared using the stationery used for this Procedure. Drafts for comment shall be prepared on plain paper. Each page shall be identified by number as Page X of Y and shall carry the appropriate Procedure Number and Revision Number.

4.3.3 The title page and subsequent pages of each procedure shall be set out as the corresponding pages of this procedure. The title page shall always be identified as Page 1 of Y.

4.3.4 All paragraphs shall be numbered, for ease of reference, using the decimal numbering system.

4.4 Structure of Procedures

4.4.1 All Procedures shall have the same structure, which shall be as follows:

- Purpose – which shall explain why the Procedure is necessary and outline the object or intention of the Procedure.
- Responsibility for Implementation – which shall identify the personnel to whom the Procedure is applicable.
- References – which shall detail all relevant documents that are necessary for full understanding of the procedure or which are referred to in the text.
- Implementation – which shall detail the responsibilities and actions of those personnel involved in the activities that are subject of the Procedure.
- Attachments – which shall include samples of all paperwork, including forms, necessary for operation of the Procedure. All

samples of paperwork shall be photo-reduced copies of the actual paperwork. In the case of forms, samples shall be of completed forms.

- 4.4.2 The Procedure's structure shall always be as detailed in paragraph 4.4.1 above. There shall be no variation. Where, for example, there are no references, the words not applicable shall be entered below the section heading.

4.5 Word-Processing

- 4.5.1 Procedures shall be word-processed to the style and format used for this Procedure. Text shall be justified to both margins, single-spaced and on both sides of the paper. Paragraphs shall not be indented but shall be separated by a single blank line.
- 4.5.2 The secretary to the Quality System Manager shall retain copies of procedures on word-processor disk until such time as the Quality System Manager authorizes their deletion.

4.6 Approval and Revision of Procedures

- 4.6.1 The nominated author to the Quality System Manager shall supply drafts of Procedures. Successive drafts shall be classified as Revision O/D1, O/D2, etc, and shall have a status "For Comment".
- 4.6.2 On receipt of such a draft, the Quality System Manager shall either agree that the draft is satisfactory and pass it to the Managing Director for consideration/approval, or shall indicate what amendments he considers necessary and inform the author accordingly. In the latter case, the author shall redraft the procedure incorporating amendments agreed with the Quality System Manager and shall re-submit it to the Quality system Manager in accordance with paragraph 4.6.1 above.
- 4.6.3 Where agreement cannot be reached between the quality System Manager and the author on amendments to the draft of a Procedure, the Quality System Manager shall refer matter to the Managing director for a decision.
- 4.6.4 The Managing Director shall consider all drafts submitted to him by the quality system Manager. The Managing Director shall approve such drafts without amendment, agree amendments to them, or instruct the Quality System Manager to seek comments upon them from other members of the firm's staff. In the later case, the Managing Director shall indicate who shall be invited to comment.
- 4.6.5 Where the quality System Manager seeks comments from other members of the firm's staff, the comments shall be provided in the first

instance to the quality System Manager within a period to be stipulated by him.

- 4.6.6 All comments received shall either be incorporated by the quality System Manager, in liaison with the author and the commentator, or other appropriate action agreed with the author and the commentator. Should agreement prove impossible, or should a comment (in the view of the quality System Manager) be of a sensitive nature, the Quality System Manager should refer the matter to the Managing Director for decision.
- 4.6.7 Any resulting re-draft of the Procedure shall be put to the Managing Director by the Quality System Manager for agreement and approval.
- 4.6.8 On completion of an agreed draft, this shall be classified as Revision O (for 'Original'). The title page shall be signed by the author (in the "Author" box) by the Quality System Manager (in the "Agreed" box) and by the managing director (in the "Approved" box). Revision O of each Procedure shall have a status 'For Implementation'.
- 4.6.9 This process of agreement and approval shall be repeated for each subsequent revision of each Procedure.
- 4.6.10 Revisions shall be classified as Revision 1, Revision 2, etc., preliminary drafts being Revision 1/D1, 1/D2, 2/D1, etc.
- 4.6.11 Changes between successive approved revisions to the text of a Procedure (whether these be additions, deletions or amendments) shall be identified by sidelining in the right-hand margin.
- 4.6.12 The Managing Director may, if he so wishes, establish a Steering Group to advise and assist him in the tasks set out in paragraphs 4.6.2 to 4.6.8 above. The Steering Group shall comprise, in addition to himself and the Quality System Manager, such members of staff as the Managing Director shall decide and shall have such powers and functions as he may, likewise, decide.

4.7 Issue of Procedures

- 4.7.1 Procedure issue shall be controlled in accordance with document No.SP-02, Procedure for Control of Quality System Documents.
- 4.7.2 Notwithstanding the provisions of that Procedure, a copy of all approved Procedures shall be issued to all Directors.

4.8 Quality records

The Quality System Manager shall retain a hard copy of each approved revision of a Procedure, which has been superseded. These copies, which shall be clearly marked "Superseded", shall form part of

the company's Quality Records and shall be subject to the requirements of Document No.PP-16.

5 ATTACHMENTS

Not applicable.