

**PROCEDURE
FOR
CONTROL OF
QUALITY SYSTEM
DOCUMENTS**




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DOCUMENT NO: SP-02

REVISION O

AUGUST 2006

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Status	Author	Agreed	Approved
For Implementation			

1 PURPOSE

- 1.1 All documents that are relevant to quality, whether internally or externally produced, are required by ISO 9001 to be registered, approved and revised in a controlled manner.
- 1.2 The purpose of this procedure is to set out the requirement for registering and issuing the Quality System document listed in paragraph 4.1.1 below.

2 RESPONSIBILITIES FOR IMPLEMENTATION

Quality System Manager, all staff

3 REFERENCES

ISO 9001:2000	Clause 4.2.3
Document No.QS-01	Quality Manual
Document No.SP-01	Preparation, Approval, issue and revision of procedures

4 IMPLEMENTATION

4.1 Document covered

4.1.1 The following documents shall be controlled in accordance with the procedure.

- Quality Manual
- Procedures

4.2 Document Register

4.2.1 In connection with Procedures, Gloria shall keep a Document Register up-to-date.

4.2.2 The Quality System Manager shall be responsible for allocating the appropriate document number. This shall be in the form required by Document No.SP-01. In other to avoid possible confusion, any deleted serial number shall not be re-used. Registered of Procedures shall be maintained upon copies of Form SP 0201 (see Attachment SP-02/A)

4.3 Issue of Quality System Documents

- 4.3.1 The Quality System Manager shall be exclusively responsible for the issue of Quality System documents and for the up-to-date maintenance of the corresponding document issue registers.
- 4.3.2 Document Issue Registers shall be maintained upon copies of Form SP 0202 (see attachment No.SP-02/B). Sufficient information shall be given about each recipient to ensure that his/her name and address can be clearly identified.
- 4.3.3 When Documents are issued internally to individual members of staff, they shall be stamped IN RED with the stamp shown at attachment SP-02/C. Each copy shall bear a Copy Number (obtained from the appropriate Document Issue Register) and this shall be entered in the box provided for this purpose on the stamp. "N/A" shall be entered into the "Number of Copies" column of the Document Issue Register.
- 4.3.4 When document are issued externally, no stamp or copy number is necessary, "N/A" shall be entered into the "Copy No" column of the Document Issue Register, and the appropriate into the "No. of Copies" column of that same register.
- 4.3.5 All issues of documents shall be under cover of a Transmittal NOTE (Form SP-0203, see Attachment No.SP-02/D).
- 4.3.6 The white (top) copy of this form, together with the blue (second) copy shall accompany the issued document (s). The pink (third) copy shall be retained by the person issuing the document(s) and filed in the appropriate file. The recipient of the document(s) shall acknowledge receipt of the document(s) by signing both the white and the blue copies of the form in the box provided and returning the blue copy to the issuer. On receiving this signed (blue) copy of the form, the issuer shall substitute it, in the file, for previously retained pink copy (which shall be destroyed) thus indicating that the transmittal is complete.
- 4.3.7 Transmittal Notes relevant to each file shall be sequentially numbered by the issuer, the file thereby serving as a register of transmittal. The number shall be in the form "AA/BB" where "AA" is the number from the appropriate file reference and "BB" is the serial number.

4.4 Recipient of Quality System Documents

- 4.4.1 The Quality System Manager shall identify personnel (in the case of internal issue) who shall received copies of Quality System Documents. Identification of recipients of documents shall be on the basis of up-to-date copies of such documents are readily available to all who require them. All such recipients of a document shall receive copies of each revision of that document.

4.5 Obsolete Quality System Documents

4.5.1 Recipients of Quality System documents shall be responsible for removing from use, immediately upon receipt of the latest revision, obsolete copies of such documents. Return by recipients of the receipt (blue) copy of the Transmittal Note will be taken as evidence that this has been done.

4.6 Uncontrolled Issue

4.6.1 Notwithstanding the above, copies of Quality System documents otherwise requiring control (including those issue "For Comment") may be issued in uncontrolled form. This is subject to revisions.

4.6.2 Document issued in uncontrolled form shall bear no copy number and shall be stamped with the stamp shown at attachment SP-02 /E.

5 ATTACHMENTS

Attachment SP-02/A is an example of a page form of register of Procedures (Form SP 0201)

Attachment SP -02/B is an example of a page from a document Issue Register (Form SP 0202) Attachment SP-02/C is an example of the stamp to be used in connection with the copy numbering of internally issued documents

Attachment SP-02/D is an example of Transmittal Note (Form SP 0203)

Attachment SP-02/E is an example of the stamp to be used on the document issue in controlled form

ATTACHMENT SP -02/A – IS AN EXAMPLE OF A PROCEDURES REGISTER

	PROCEDURE REGISTER		
	SYSTEM PROCEDURES		Page No.
Document Number	Date Allocated	Procedure title	

PROCEDURE REGISTER			

SP 0201

QUALITY SYSTEM DOCUMENT ISSUE REGISTER												PAGE
DOCUMENT NO	DOCUMENT TITLE											
Issued to (Name and, if necessary Location)	Copy No/No of Copies and Date of Issue											
	Revision			Revision			Revision			Revision		
	Copy No	No of Copies	Date	Copy No	No of Copies	Date	Copy No	No of copies	Date	Copy No	No of Copies	Date

ATTACHMENT SP -02/B – EXAMPLE OF A PAGE FROM A DOCUMENT ISSUE REGISTER

TRANSMITTAL NOTE NO.				
The attached documents supersede any earlier revision. It is the responsibility of the recipient to ensure that superseded documents are removed from all points of use. Return of the receipt (blue) copy of this Transmittal Note will be taken as evidence that this has been done.				
DISTRIBUTION		ISSUED BY		RECEIPT ACKNOWLEDGE AND SUPERSEDED DOCUMENTS REMOVED FROM USE
White (top) - Receipt Copy retains		Name		Name
Blue copy - Receipt signs Signs and Returns		Signature		Signature
Pink Copy - Retained by Originator		Date		Date

SP 0203

ATTACHMENT SP -02/E -EXAMPLE OF STAMP FOR UNCONTROLLED ISSUE

(NAME OF COMPANY)
UNCONTROLLED COPY NOT SUBJECTED TO UPDATE