

**PROCEDURE  
FOR  
CONTROL OF  
FILING OF  
CORRESPONDENCE**




-o0o-

DOCUMENT NO: SP - 05

REVISION O

AUGUST 2006

-o0o-

<b>Status</b>	<b>Author</b>	<b>Agreed</b>	<b>Approved</b>
For Implementation			

## 1 PURPOSE

- 1.1 ISO 9001 requires a set of documented procedures be established and maintained to control all documents, data, drawings, standards etc. that are of an external origin.
- 2.1 The purpose of this procedure is to set out the processes necessary in order for all forms of return correspondence to be controlled and filed in line with ISO 9001 requirements.

## 2 RESPONSIBILITY FOR IMPLEMENTATION

- 2.1 Project Manager, Mail Room Supervisor or another appointed employee.

## 3 REFERENCES

ISO 9001:2000	Clause 4.2.3
Document No. QS-01	Quality Manual
Document No. SP-02	Control of Quality System Documents
Document No. SP-03	Control of Correspondence

## 4 IMPLEMENTATION

- 4.1 The primary purpose of this procedure is to ensure that all:
- received/outgoing letters
  - received/outgoing faxes
  - received/outgoing emails
  - internal/external memos
- are identified and filed by the relevant personnel.
- 4.2 All of the filing and storage that relate to correspondence will be done electronically, either by the Project Manager, or by an employee appointed/nominated to do so.
- 4.3 Both of the forms (Form SP 0301&Form SP 0302) mentioned for use in System Procedure Document SP-03 (Control of Correspondence) are to be completed via computer, and sent, via email, to:
- the correct (and elected) company employee to whom the task of filing has been assigned, and

- the relevant Project Manager to whom the documentation will be relevant
- 4.4 The elected company superior (or the Project manager) will then be responsible for the electronic filing and storage of all forms of correspondence. The responsible and elected superior will decide in the manner in which this will be done.
- 4.5 It is of the utmost importance that whatever method the appointed employee/Project Manager uses, that the method allow others to easily work within this system. This therefore implies that the method should be simple allow for ease of use.
- 4.6 With regard to the electronic filing and storage of all forms of correspondence, Form SP 0302 (Electronic Document Backup Record) is vitally important as proof of regular company document backup. The frequency of this backup process should occur between periods of not more than 2 weeks.
- 4.7 Once the backups are completed, the delegated employee shall complete the Form SP 0302 (Electronic Document Backup Record) and notify a relevant superior, and/or relevant Project Manager of the document backup being made.

## **5 ATTACHMENTS**

None.