

**PROCEDURE
FOR
CONTROL OF
EXTERNALLY PRODUCED
PUBLISHED DOCUMENTS**




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DOCUMENT NO: SP – 06

REVISION O

AUGUST 2006

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Status	Author	Agreed	Approved
For Implementation			

1 PURPOSE

- 1.1 Clause 4.2.3 of ISO 9001:2000 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 externally produced documents, data, drawings, standards, etc to be controlled and for the company to be in line with ISO 9001 requirements.

2 RESPONSIBILITY FOR IMPLEMENTATION

- 2.1 Project Manager, Design Team Leader, other employees assisting the before mentioned.

3 REFERENCES

ISO 9001:2000	Clause 4.2.3 and 7.5.4
Document No. QS-01	Quality Manual
Document No. SP-02	Control of Quality System Documents

4 IMPLEMENTATION

- 4.1 Many companies shall receive material from external sources that then form part of the work produced by the company. ISO 9001 requires guidelines to deal with externally produced documents, in order to minimise the effect faulty external documentation will have on the company's quality system.
- 4.2 These external documents can be divided into two groups:
1. those documents that are produced by regulatory or statutory bodies, and
 2. those documents that are produced by other companies
- 4.3 In the instance of externally produced documents originating from other companies, it shall be the responsibility of the Project Manager to ensure that these companies conform to some level of quality control/assurance system, and to scrutinize external documents and to ascertain whether they comply with the company's quality policy.

- 4.4 Since in most instances the externally produced documentation are used in the company's design input, the Design Team Leader and the Project Manager are responsible for verifying the accuracy and completeness of the externally produced work before any company work is to commence.
- 4.5 In the case where verification of externally supplied documentation is given, the responsibility of the external supplier to provide acceptable documentation is not to be released.
- 4.6 Any external documents that are lost, damaged or are unsuitable for use must be recorded and reported to the source of origin, and a new document must be obtained, checked and verified.
- 4.7 It is imperative that once a non-conforming externally produced document is identified, that it be marked as "NON-CONFORMING" and stored separately from other externally produced documents, in order to ensure that non-conforming documents are not unintentionally used.
- 4.8 Upon the confirmation of the externally produced document being non-conforming and the resulting report being sent to the document's source, a report must be returned to the company explaining the reasons and factors for the faulty document.
- 4.9 In this instance, the company must make a note of the event and the subsequent explanation, in the aim of identifying and recording those companies whose documents create a risk to the company's quality system. In what manner this is to be done must be decided by the Project Manager.
- 4.10 Since regulatory and statutory bodies often make their standards and regulations widely available, all that remains for the company to do is to ensure that a verification is made as to obtain an idea of whether the externally produced document complies with the standards and regulations of the regulatory/statutory body.
- 4.11 Any non-conforming documents received from regulatory or statutory bodies must be treated under the same procedures as are used for externally produced documents originating from other companies (paragraphs 4.4 to 4.9).

5 ATTACHMENTS

None.