

## 1. PURPOSE

- To ensure that only the most recent revisions of documents for manufacturing and assemblies are available to appropriate personnel.
- To control those documents requiring changes are revised in a timely fashion and receive the required approvals.
- To ensure that the Quality Manual and ISO 9001:2008 (tailored) procedures are of current issue.
- To define the method for establishing, approving, changing, maintaining, replacing, and distributing product documents pertaining to agency approvals.
- To ensure that the date a change is implemented into production is recorded and that all appropriate documentation is updated to reflect the change.
- To ensure that customer drawings, specifications, and reference documents are the currently released editions and are available at the manufacturing location.

## 2. SCOPE

All internal component specification sheets, material specifications, test procedures, engineering standards, math (CAD) data engineering drawings, blueprints, rework procedures, Printed Circuit Board (PCB) artwork, Quality Control Planning Sheets (QCP), regulatory documentation, work instructions, inspection instructions, Bill of Materials (BOM), qualification reports, Engineering Change Orders (ECOs), service and installation documents, handling procedures, subcontractor procedures, routings, and Shop Order Planning Sheets (SOP) are controlled by documentation control.

This procedure covers control of the ISO 9001:2008 Quality Manual and the quality and operational procedures that are controlled by QA/Engineering Manager, the Project Manager or Designee/department.

This procedure applies to reference documents. Reference documents cover certification records that include ISO, U/L, CSA, TUV, FCC, and FDA. Reference documents also include underlying customer specifications, drawings, or standards.

## 3. RESPONSIBILITIES

The QA/Engineering Manager or designee oversees the control of all documents and utilizes the on line Quality System as the master folder for the location of all documents.

The QA/Engineering Manager or designee is responsible for ensuring all ISO 9001:2008 quality and operational procedures including the Quality Manual are revised and approved as required. The QA/Engineering Manager or designee notifies employees of available revisions.

The QA/Engineering Manager, Project Manager or designee distributes work orders with newly revised documents as required to keep all current work in progress (WIP) configurations in conformance to the most current contract requirements. When a work order is complete, The Project Manager or designee destroys the dated work order and associated documents All documents are scanned in the Master Job Folder for future reference.

The QA/Engineering Manager or designee reviews documents to ensure that documents with special characteristics are identified with the appropriate notations as required per contract.

Accounting, the QA/Engineering Manager, Project Manager or designee reviews customer documents to ensure all referenced documents are available for manufacturing and if sub-contracted, notifies the supplier of required changes.

The QA/Engineering Manager, Project Manager or designee reviews customer engineering standards/specifications and changes and records the date the change are to be implemented into production.

The QA/Engineering Manager, Project Manager or designee approve newly released documents and revised documents.

Any employee can request a change to a document via a request to the QA/Engineering Manager, Project Manager or designee.

The QA/Engineering Manager or designee reviews the drafts of technical manuals and approve final copies to be sent to production.

The QA/Engineering Manager or designee assigns document control numbers and revision levels to technical manuals to control changes to the documents.

The QA/Engineering Manager or designee maintains the ISO QAM and related procedures in a state that reflects the needs of the company.

The QA/Engineering Manager, Project Manager or designee has primary responsibility for control of engineering changes including customer supplied ECNs. Coordination and approval, expediting, reproduction, and distribution and maintenance of the ECN approval that effect current production, will updates the online Master Job Folder and a new bill of materials will be issued to reflect the approved change.

The QA/Engineering Manager, Project Manager or designee maintains agency standards including MIL STDs, and society-industrial standards and is the conduit for all organizational communications including supplier notification of referenced documents.

## **4. PROCEDURE**

### **4.1 Types of Documents**

All documentation that directly or indirectly effect product and service quality are to be maintained in the on-line Document Control system.

### **4.2 Distribution**

The QA/Engineering Manager, Project Manager or designee ensures that only the latest revisions of documents are available at the required internal and external locations.

Customer drawings and specifications are reviewed by the QA/Engineering Manager, Project Manager or designee for reference documents. The QA/Engineering Manager, Project Manager or designee ensures that the most current edition of the referenced documents are available for manufacturing both internally and externally.

The QA/Engineering Manager, Project Manager or designee reviews documents to ensure that special characteristics are identified with the appropriate notation and recorded on the SOP as noted per the QAM.

The QA/Engineering Manager, Project Manager or designee maintains and disposes of obsolete documents. Obsolete documents are scanned and filed in the Master Job Folder for reference.

Where necessary, obsolete documents may be retained for legal reasons or for knowledge preservation.

The documents distributed electronically are only distributed in the latest version of the controlled document format. Recipients are notified of revised documents via receipt of a hard copy, electronically distributed or email notification with read receipt.

All customer changes are sent to the QA/Engineering Manager, Project Manager or designee. Customer engineering standards/ specifications and changes are reviewed by QA/Engineering Manager or designee within 24-hours of receipt from the customer. Changes are recorded in the Master Job Folder on-line, which tracks the date the change is to be implemented into production. The Project Manager or designee maintains the changes in the master job folder.

#### **4.3 Document Identification**

Controlled copies are indicated by a job log stamp by the QA/Engineering Manager; Project Manager or designee marks controlled copies with the job log stamp and maintains the original in the master job folder online.

All unmarked copies are considered uncontrolled copies and can only be used as reference material. Requests for uncontrolled copies will be issued on an 'as need' basis and cannot be used as an acceptance standard.

#### **4.4 Master Job Folder**

Accounting, the QA/Engineering Manager, Project Manager or designee maintains the Master Job Folder online and maintains active the most recently approved documents with the current revision number.

The Master Job Folder contains the following sub-folders to maintain records:

- Drawings Folder (Part/assembly drawings, standards & specifications)
- Project Management Folder (PO/contract related items including contract modifications)
- Quality Folder (All quality documentation including material & processing certs, etc.)
- RFQ-PO Folder (Self explanatory)
- Shipping Docs Folder (Self explanatory)
- Correspondence, when required. (Used for email communications)

#### **4.5 Revisions**

The QA/Engineering Manager, Project Manager or designee can initiate a change to a document either verbally or email and are monitored the appropriate Project Manager.

The QA/Engineering Manager, Project Manager or designee is responsible for making the changes and approves changes to procedures. The QA/Engineering Manager, Project Manager or designee records the permanent change in the Master Job Folder.

#### **4.6 Change Records**

A record of proposed and current changes can be found in the Master Job Folder and the QA/Engineering Manager, Project Manager or designee is responsible for maintaining the change record.

## 5. REFERENCE DOCUMENTATION

- QAM
- QAP 3.0 Contract Review
- WI-1.0 Master Job Folder Setup
- Engineering Change Request/Order (ECR/ECO)
- Engineering Change Notice (ECN)
- Customer special characteristics designation
- Inspection and testing
- QA form QA 010
- QA form QA 013
- Shop order form ME 001