| PLASTICS Molding Company | | | Document Control |
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| QMS PQ1 | Rev C | Date 09-27-17 | **Procedure Authority: Quality Manager** |

**Purpose:** The purpose of this procedure is to describe and direct activities associated with controlling the documents of our Quality Management System.

**Scope:** This procedure applies to, but may not be limited to the following documents; quality policy, quality objectives, quality manual, procedures, general instructions, work instructions, forms, records, blueprints, and other customer specifications including CSR's[1].

**Responsibility:** The Quality Manager is responsible for administering this procedure.

**Definitions:**
[1]CSR (Customer Specific Requirements) = usually a published manual (electronic or hard copy), with requirements supplemental to those expressed on blueprints, engineering specs, purchase orders, and other customer generated documents.

**Reference Documents:** N/A

**Procedure:**

1. All documents, deemed necessary for the effectiveness of the Quality Management System, will be reviewed for suitability and adequacy by a multi disciplinary team, facilitated by the Quality manager.

2. When creating or updating documents, the team will ensure that appropriate identification and description is applied, and the format is appropriate for its intended use, i.e. language, software versions, graphics, electronic or hardcopy.

3. All documents, (both internally or externally generated), will be controlled in a manner that ensures it is availability, suitability and that it's adequately protected from loss of confidentiality, improper use, or loss of integrity.

4. Other document control provisions will be, (as appropriate):
    a) Distribution, access, retrieval and use;
    b) Storage and preservation, including preservation of legibility;
    c) Control of changes, i.e. revision control;
    d) Retention and disposition

5. Management will ensure that all personnel have access to, and are aware of, relevant quality management system documentation and changes.

**Procedure continued:**

6. Documented information retained as evidence of conformity, shall be protected from unintended alterations.

7. All obsolete documents will be removed to prevent their unintended use, or a suitable identification will be applied if they are retained for any purpose.

8. All documents will be periodically reviewed, as appropriate, to assess continued necessity and adequacy

## *AMENDMENT RECORD*

| Revision | Date | Details | Authority |
|---|---|---|---|
| A | 04-14-03 | Originated | E. Ide |
| B | 08-03-15 | Item #5 added to align with AS9100C | E. Ide |
| C | 09-27-17 | Modified for better alignment to ISO 9001:2015 & IATF | E. Ide |
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