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PREPARED BY: \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_

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CONFIDENTIALITY

YourCompany reserves the right to refuse access to certain documents, process information and process units on the ground of confidentiality.

Authorization for information disclosure and for plan of Owner.

Approved with approval

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**DISTRIBUTION OF MANUAL**

Procedure Manual is a controlled document.

Controlled copies bear the red stamp "CONTROLLED" as per Document and Data Control Procedure; to ensure that these are controlled copies and are always updated.

Other copies are uncontrolled. They are normally distributed to the customer on request. Distribution is restricted by commercial considerations and these are not covered in the Document & Data Control Procedure.

The distribution list is as follows:

COPY HOLDER	FORMAT	COPY ID
Management Representative / All Departments	Printed Copy	Master
	Photo copy	Jointly copy
Owner	Soft Copy	01
Certifying body	Soft Copy	02

**RESPONSIBILITY**

An updated 'Approval Sheet' is sent along with the document for inclusion in the manual.

Manual holders must incorporate any new or amended documents in the manuals as they receive along with the CS.

Each recipient must return the 'Approval Sheet' with the manual to the Management Representative.

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1.0 PURPOSE:

To establish and maintain a system for preparation, distribution control and updating of documents related to Quality Management System ISO-9001: 2000.

2.0 SCOPE:

Applicable to all QMS related Manual, Procedures, Work Instructions, Forms, Specification etc.

3.0 DEFINITION :

QMS : Quality Management System  
MR : Management Representative  
HOD : Head of Department

4.0 RESPONSIBILITIES

4.1 The Management Representative is responsible for the preparation, revision, issuance, and amendment of Quality Management System documents and is also responsible for incorporation of amendments and issue of documents.

4.2 The responsibility for preparation, revision / amendment and approval of various documents is given below:

DOCUMENT	ISSUING AUTHORITY	APPROVING AUTHORITY
MS/INSTR	MR	OWNER
DEPT. PROCEDURE/WORK INSTRUCTIONS/FORMS	MR	HOD
SYSTEM PROCEDURE	MR	

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5.0 DESCRIPTION :	
5.1	Creation of Document
5.1.1	Identify the need of a document
5.1.2	Locate the person(s) for writing the document and discuss the requirements to be included in the document.
5.1.3	Prepare the draft
5.1.3.1	Procedure Document must be prepared in the standard format giving <ul style="list-style-type: none"> <li>v Purpose</li> <li>v Scope</li> </ul>
5.1.3.2	Procedure must have the top block with the following details on the top of the procedure <ul style="list-style-type: none"> <li>1. Name of the document as given on this page</li> <li>2. Issue No. &amp; Issue Date</li> <li>3. Revision No. &amp; Issue Date</li> <li>4. Form No. &amp; Issue Date</li> <li>5. Issue No. &amp; Issue Date</li> </ul>
5.1.4	Forms for revision No. marked preferably at left hand corner of the form. <p>XXX-Y-ZZ/## Rev. 01</p> <p>where X - Name of the dept./form Y - Form No. ZZ - Issue No. &amp; Issue Date ## - Issue No. (01 to 99) XX - Revision no. of the form (starting from 00)</p> <p>Note: First Issue of the form not be marked with issue number.</p>
5.1.4.1	If the form is of more than one page, the current page number and total number of pages (e.g. 1 of 2) is also marked in addition to the above XXX-Y-ZZ/## (Page -- of --)
5.1.4.2	Register/Log Books have document number on their cover pages. All Register/Log Books are serially numbered.

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S.NO.	ACTIVITY	RESPONSIBILITY	REF. DOC
5.1.5	Receive the draft document from the Author.	MR	
5.1.6	Review the draft document with affected personnel/ depts.	-do-	
5.1.7	Finalize the document and put up for approval	-do-	
5.1.8	Approve the document	Approval Authority (See 4.4 at)	
5.1.9	Enter the details of Document No., Title & Issue No. in the Master Register of documents	MR	SYS-F-04
5.2	Issue of documents		
5.2.1.	Issue of documents to the concerned Dept. Ensure that documents (other than form) are stamped "CONTROLLED" and Master Register as "SYSTEM" in Red Ink.	MR	
5.2.2	Issue of documents available on Softcopy controlled word is replaced by MR. This is the only hard copy of any document and it is initialed in Green on each page by the author.	MR	SYS-F-04
5.2.3	Receive the document from the Author.	HOD	
5.2.4	Enter the details of documents in the Department Document Register.	-do-	SYS-F-05
5.2.5	Keep the document in a safe place to avoid any reference by concerned.	-do-	
5.1	Recording of document in the Document Control Register.	-do-	SYS-F-05

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S.NO.	ACTIVITY	RESPONSIBILITY	REF. DOC.
5.2.6	Maintain a list of National and International Standards used for QMS. Keep them updated through regular interaction with standard Bodies.	MR	SYS-F-06
5.2.7	Maintain records of documents of external origin e.g., various standards, manuals, journal etc. Keep them updated.	HOD	SYS-F-06
5.3	Document Change Control		
5.3.1	Send request for change of a document to MR.	Any Individual	SYS-F-06
5.3.2	Discuss the change proposal with concerned departments Head and forward to the controlling department.	MR	
5.3.3	Follow step 5 to 5.1.		
5.3.4	For the document revision in the Master Register and the original document to be the same as originally issued. After 2 amendments in the revision issue number changes to	MR	SYS-F-04 SYS-F-06
5.3.5	Remove obsolete/invalid documents from the Department	HOD	
	Send complete documents to MR along with removal advice	HOD	SYS-F-05
5.3.7	Keep one obsolete copy stamped as "OBSOLETE" in archive for reference and destroy other obsolete copies	MR	
5.4	Electronic media management wherever and	HOD	
	Periodic Review of QMS Documents		
5.4.1	Review important documents under conditions:		

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S.NO.	ACTIVITY	RESPONSIBILITY	REF. DOC.
	<ul style="list-style-type: none"> <li>Addition of any new processes to the exiting level</li> <li>Any situation requiring review.</li> </ul>		
5.5.2	If any new document is required, follow step 5.1 onwards.	MR	
5.5.3	In case any amendment to existing documents is required, follow step 5.3.1 onwards.	MR	
5.5.4	Review all documents on an annual basis for continuing suitability and accuracy. Documents shall be reviewed and revised as per step 5.3.1 onwards, where necessary.	MR	

6.0 References

6.1	Master File	Master of Documents	F-04
6.2	Issue Control	Issue & Removal Advice	F-05
6.3	Document Control	External Origin	F-06
6.5	Request for Change	change in document	F-07

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