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## Document Control – Internal Documents

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### Purpose

This procedure ensures documents required for the effective operation (4.2.1[1]d[1]) of our quality management system and to control our processes (4.2.1[1]d[1]) are complete, accurate, and distributed to the appropriate location under the control (4.2.3[1]) of our electronic document control system (Quality Web).

### Scope

This procedure applies to the preparation, approval, issue, revision, and recall of all such documents, including, but not limited to:

- Tool and fixture design drawings;
- Operator instructions;
- Inspection instructions and records;
- Material and process specifications issued by Insulation Supply Company or its customers;
- Quality manuals, procedures and additional instructions.

Records are another type of document and are described separately.

### Definitions

**Document (ISO 9000:2005)** Information and its supporting medium.

**EDMS** Electronic Document Management System, a.k.a. Quality Web

### Responsibilities

**DOC ORIG** Document Originator

**DOC APPRV** Document Approver

**COO** Chief Operations Officer

**DOC CTRL** Document Control Administrator

**DOC ORIG** Document Control Administrator, Document Originator

**DEPT MGR & SUP** All Department Managers and Supervisors

**QA MGR** Quality Manager

### Procedures

#### 1 - DOC ORIG Write or Revise Documents

Prepares a draft of new or revised documents and circulates copies to all affected departmental supervisors and other affected parties for comment and/or approval. A unique title is given to each document. Ensures the document is legible (4.2.3[3]e[1]) and dated (including revision date). A document owner and a final approval authority are established for each document. A brief description of the document is provided during the creation process. When revisions occur, a summary of the changes is recorded and made available to those with access to the document. A review cycle and retention period is established for each document.

Note: Depending on the format, media and purpose the COO may choose to publish documents to the intranet that do not

#### 2 - DOC ORIG Review and Approval of New or Revised Documents

Draft documents are reviewed for adequacy (4.2.3[3]a[1]) and submitted for approval to the designated final approval

### 3 - DOC APPRV Final Approval and Release of Documents

After a disposition is provided by those on the route, the route is completed by the final approval authority. The name of the final approval authority must be listed on the document, if possible. If, due to the nature of the document, this is not possible, the approving authority's name shall be listed and maintained on a separate, suitable list. If the document is approved, it automatically supersedes the previous version in the electronic document management system in which the documents are maintained. The master list of documents updated upon release (4.2.3[3]c[1]).

### 4 – QA MGR maintains the document list

All forms and documents MUST be submitted to the QA Manager prior to use in order to assure that the proper document identification (i.e. document numbers) and revisions are accounted for.

### 5 – QA MGR Master Document Index

Maintains a list that includes the following:

Policy Manual (level I)(4.2.1[1]a[1], 4.2.1[1]b[1], 4.2.2[1]), Procedures (level II)(4.2.1[1]c[1]), Instructions (level III), Records (level IV) (4.2.1[1]e[1]) and forms.

NOTE: Insko does not normally distribute controlled paper copies. The 'Quality-Web' intranet displays the current versions of these documents. Because the documents are printable, they will be uncontrolled copies. See top management if controlled copies are needed.

### 6 - DOC CTRL, DOC ORIG

#### Document Access and Identification

Access to documentation is established during the creation process but can be edited by those granted appropriate access. Documents access is provided on an as needed basis (4.2.3[3]d[1]). Ensures documents are readily identifiable (4.2.3[3]e[1]) and included in appropriate electronic binders.

### 7 – QA MGR Destroy or Mark Obsolete Copies

Retrieves and destroys superseded/obsolete paper documents. Marks obsolete copies retained for reference as "Superseded", "Expired", or "Recinded" (4.2.3[3]g[1])

### 8 – QA MGR Maintain Master Document Index

Ensures policy manual(s) is reviewed as stated in the manual and initiates reviews of all procedures and instructions annually to ensure their accuracy, completeness, and continued relevance. Documents are maintained in an electronic document management system (Quality-Web) to ensure ready access to the documents.

### 9 - DEPT MGR & SUP Review Document Status

Reviews all departmental documents periodically based on established review cycle (4.2.3[3]b[1]) and when changes are requested to determine if changes are needed.

## References

Configuration Management QSP-7.1.103

Document Control - External Documents QSP-4.2.102

QUALITY RECORDS QSP-4.2.103

## Policy References

QPM-301 – Latest Posted Revision

## Revision Notes:

- Changed Policy Reference Rev to "QPM-301 "Latest Posted Revision"
- Changed errant reference from QSP-4.2.104 to QSP-4.2.103
- Changed Policy Reference from QPM-301 Rev A5 to QPM-301 Rev C
- Changed from PowerWay to .PDF format.
- Updated changes made to numbering on reference documents.
- Rev F requires all forms to be submitted to QA prior to use. Fixes incorrect reference for configuration management.
- Rev G requires the approving authority's name to be on the document or appropriate list.