

# Document Control

## 1. PURPOSE

- To set forth the method for the establishment, maintenance, approval, revision, replacement and distribution of documents within the Equipment Manufacturing Center of Air Liquide Electronics
- Ensure that only the most recent revision of documents are available to all personnel
- Facilitate timely revision and approval of documents
- Achieve and exceed quality assurance goals

## 2. SCOPE

This procedure applies to all controlled documents within the Equipment Manufacturing Center.

## 3. RESPONSIBILITIES

The Document Administrator is responsible for:

- Administering the Document Control Procedure throughout the Equipment Manufacturing Center
- Notifying employees of current, available revisions
- Formatting new documents and new revisions
- Maintaining a logging/record-keeping system to track the status of all documents
- Storing controlled copies in locked files

## 4. CONTROLLED DOCUMENTS

- 4.1 Controlled copies of all documents are issued with document control numbers and a *Controlled Copy* stamp or watermark, then placed in controlled, locked files.
- 4.2 Each document created will have an accompanying approval sheet containing signatures from the **required managers**. In addition to the approval sheet, an *Updates* page (see Section 5.3 for definition) will supplement each document.
- 4.3 Minor pen-and-ink changes can be made to each document with the description of the change recorded on the *Updates* page that goes with each document. (The Document Administrator should have added the required authority levels to the bottom of each *Updates* page at the time each document was issued.) Such changes must be signed by the designated manager. A new revision of the document is issued after ten such changes have been made. See *Updates Form and Instructions* (Doc. #QAL-16-0166-XX, most recent revision).
- 4.4 Minor changes include formatting changes or typos. Revisions entail fundamental process changes. See *Document Revision Procedure* (Doc. #SOP-16-0164-XX, most recent revision) and *Revision Approval Form and Instructions* (Doc. #QAL-16-0165-XX).
- 4.5 Upon final approval of a new document or revision to a document, the document

(These required managers are listed in *Authority Levels* (Doc. #ADM-20-0206-XX, most recent revision). Also see *Creating a New Document and Instructions* (Doc. #SOP-16-0162-XX).

## Document Control, cont'd

should be forwarded to the Document Administrator for final numbering, formatting consistent with existing documents, record-keeping and distribution.

- 4.6 The Document Administrator maintains the distribution list and master list for all documents, appropriate to the effective functioning of the quality assurance system.
- 4.7 The Document Administrator disposes of older revisions according to the *Obsolete Document Procedure* (Doc. #QAL-16-0024-XX, most recent revision). Individuals maintaining *UNCONTROLLED* binders are responsible for replacing old revisions with new revisions upon announcements of new revisions. Individuals possessing loose, *UNCONTROLLED* copies must dispose of old revisions, as well. One copy of the old revision is retained by the Document Administrator for archiving; all others are destroyed.

### 5. DOCUMENT NUMBERING SYSTEM

See *Document Control Numbering System Instructions* (Doc. #SOP-16-0151-XX, most recent revision).

### 6. RELATED DOCUMENTATION

*Document Control Numbering System Instructions*, Doc. #SOP-16-0151-XX (most recent revision)

*Creating a New Document*, Doc. #SOP-16-0162-XX

*New Document Approval Form and Instructions*, Doc. #QAL-16-0163-XX

*Authority Levels*, Doc. #ADM-20-0206-XX

*Document Revision Procedure*, Doc. #SOP-16-0164-XX

*Revision Approval Form and Instructions*, Doc. QAL-16-0165-XX

*Updates Form and Instructions*, Doc. #QAL-16-0166-XX