# Revision pane

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Author** | **Notes** |
| 1 | 8/12/23 | GJGD | Initial document |
| 2 |  | GJGD | Updates to clarity following feedback from JM and TM |

# Introduction

This document aims to set out the numbering scheme and use of headers/footers used for development project documents.

As there are many documents already in existence, this scheme can only apply to documents going forward.

For further information on the structure and contents of s design document, see SSI-QF-10AK Design Documentation Template.

# Numbering Scheme

The scheme is:

PPP-TTTTTTTTTT-DD-R

Where:

-PPP is the project number. A three digit integer.

-TTTTTTTTTT is the Quality System template the document is based upon. A code usually in the form of SSI-Q[t]-[ss][dd], where [t] is the type- Form, Chart, Instruction. [ss] is the Standard Operating Procedure (SOP) this document falls under. [dd] is the document identifier, unique for each SOP.

-DD is the particular use of this template. An integer to denote the unique documents for this project made from this template. These documents are recorded on SSI-QF-10Y Design Documents document.

-R is the revision of this document. An integer

e.g.:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PPP** | **-** | **TTTTTTTT** | **-** | **DD** | **-** | **R** | **Explanation** |
| 400 | - | SSI-QF-10A | - | 01 | - | 3 | Project 400’s version of SSI-QF-10A, the first document using this template, revision 3. |
| 400 | - | SSI-QF-10A | - | 02 | - | 1 | Project 400’s version of SSI-QF-10A, the second document using this template, revision 1. |
| 400 | - | SSI-QF-10C | - | 01 | - | 1 | Project 400’s version of SSI-QF-10C, the first document using this template, revision 1. |

# Headers and footers

Most if not all of the hundreds of Stowood quality document templates already have their header with the information pane, so restrict the creativity to change just the design documents.

The header should be replaced with an information pane about the actual document in question, rather than the template. The template information should be moved to the footer of the document, and include the Form ID, name of the form, and issue/revision of the template used.

E.g. a template document with the following pane:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stowood Scientific Instruments Ltd (SSI)** | | | | | |
| **Design and Development Plan** | | | | | |
| Form ID | Issue # | Author | Effective Date | Supersedes | Page |
| SSI-QF-10A | 10 | JF | 09/05/2023 | 9 | 1 of 2 |

When used, should have the footer

‘Based on template SSI-QF-10A Design and Development Plan iss10 ‘

And the header should be altered to the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stowood Scientific Instruments Ltd (SSI)** | | | | |
| **Project 400 Design and Development Plan** | | | | |
| Form ID | Issue # | Author | Effective Date | Page |
| 400-SSI-QF-10A-1 | 10 | GJGD | 8/12/23 | 2 of 2 |

# revision pane

Design documents should also have a revision pane section called ‘Design document revision pane’ or similar, containing a matrix containing the revision, date, author and notes of the document.