**Document and Record Control**

**1.0 Purpose**

This procedure documents how Electric Conduit and Midwestern control Quality Mangement System (QMS) documents and records to ensure they are approved prior to use and the most recent levels are legible and readily available at points of use

**2.0 Scope**

This procedure applies to all QMS documents and records.

**3.0 Definitions**

Company – refers to Electric Conduit Construction and Midwestern Contractors.

Document - Any internal or external documents used in the QMS.

External Documentation – Prints, Documents and Records provided by the customer.

Internal Documentation – Policies, Procedures, or work instruction provided by the company.

Management – refers to the top management level that has the ultimate authority over the QMS.

Management Representative – a person designated by Management to have authority and responsibility for the compliance of the QMS.

Owner Company -– refers to the customer of Electric Conduit or Midwestern Contractors.

Process – a pre-determined method a company employee uses to perform a given task.

Process Owner – a company employee who has the responsibility and authority to carry out a designated process.

Quality Management System - a set of interrelated or interacting processes used to direct and control how quality policies are implemented and are achieved. The adherence to these policies is ensured through the use of records, documentation and internal audits.

Record - a form designed to be populated with data and is generated or used within the quality management system to support a process or procedure. A record is permanent and will not be changed once data entry has been completed.

**4.0 Statement of Work**

4.1 Controlled Document List

QMS Controlled Documents minimally include the document number, document title and document revision date on the document. Controlled documents are tracked for revisions and stored in a secure location. Each document will be available for use as a “read-only” document on the Company server to those in need of the documentation. The document can only be revised by a designated Management Representative after Management review. Controlled documents are an essential part of ensuring that the QMS will function properly. Uncontrolled Documents used for QMS reference will be identified as “reference only”. Uncontrolled Documents are not essential to the QMS but are used as needed by a process owner.

Records of Controlled Documents that have had their data fields populated will be stored in the job folder and stored securely electronically in the Company cloud system. Records will be stored minimally for one year.

4.1.1 Document Identification

QMS controlled documents are assigned a document number that has three sections (i.e.: ECMW-QMS-001):

Company Division Identifier (ECMW – Electric Conduit/Midwestern Contractors combined; MW - Midwestern Contractors; EC – Electric Conduit Construction)

Type of Document Identifier (QMS – Quality Mangement System, QCD – Quality Control Document…)

Document identifying Number (001,…)

4.1.2 Document Revision

The status of an ECMW-QMS-001 record and associated document is identified through the document revision date. A letter revision: The letter A after the revision date indicates a document that is being authored. When a document is approved, the letter C follows the revision date to signify a controlled document. Once a document is revised, the previous revision is deleted making it unavailable for inadvertent use.

4.1.2.1 Editorial Changes

A document that undergoes editorial changes such as grammatical corrections, change of color scheme or any other format changes that do not affect the document content will not be given a revision date.

5.5 Effectiveness Review of QMS Documents

All QMS Controlled Documents are reviewed upon use and through internal auditing.

QMS Policy and Procedure Documents are reviewed annually via Management review to ensure they remain effective and continue to meet the needs of the QMS.

5.6 Record Identification

All Quality Management System records are listed on the ECMW-QCD-001 document: Controlled Document List.

5.6.1 Control of Records

Electronic Records are stored in controlled locations. Electronic records are protected from unauthorized alteration or destruction through electronic security. Hardcopy Records are stored in file storage containers that provide protection from unauthorized alteration or destruction. Storage containers and location are determined by the manager of the records controlling procedure.