



	Activity	Responsibility	Other Processes
PLAN	Identify the types of documents to be controlled. Define type of controls needed and method for the same in <u>Document Control Chart</u> .	Process Owners	Collect all specimen samples of documents of respective process. Support preparation of document control chart.
DO	Maintain a file at each plant & at corporate department having applicable formats ,controlled copies. Train all process owners and staff about document control and inform <u>all process heads to follow the same method</u> . Receive document change requirements from process owners. In case of revision each master copy holder to ensure that the latest document is issued to controlled copy holders and earlier version is taken back. If a section/ document has more than one page then all pages are revised to next revision no. even if the change relates to only one page.	Process Owner Process Owner Director Process Owner Process Owner	If any documents needs revision propose the same through <u>document change record</u> available with Process Owner When a document is revised remove all earlier revision copies and destroy. use only latest revision of any document as per master copy.
CHECK	Ensure that documents remain legible and document control is strictly followed.	Respective Process owner	Ensure document control at all times.
ACT	Obsolete copies are destroyed so that those are not used. If the obsolete documents are retained for future use then those should be stamped as "Obsolete copy" in red ink and filed in obsolete copy file.	Process owner Process owner	

Note - Underlined text above indicates documents & records..

Rev. No : 1.1

Date : 1st Jul , 2017

Approved by : MD

Page: 1/1

ISO 9001:2015 Clause 7.5

Issued by: M.R