

Title: Standard Operating Procedure – Document Control

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Version: 2.0

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Prepared By: Quality Manager

Approved By: Management Representative

1. Purpose

To establish a standardized procedure for the creation, review, approval, distribution, and control of Quality Management System documents.

2. Scope

This procedure applies to all controlled documents within the Qmics Quality Management System, including SOPs, policies, work instructions, and forms.

3. Responsibilities

- **Quality Manager** – Ensure document review and approval.
- **Department Heads** – Maintain updated procedures.
- **Employees** – Follow approved documents only.

4. Procedure

4.1 Document Creation

All new documents must be assigned a unique document ID and version number.

4.2 Review & Approval

Documents must be reviewed by department head and approved by Quality Manager.

4.3 Version Control

Each revision must increment version number (e.g., 1.0 → 1.1 → 2.0).

4.4 Distribution

Only approved documents shall be available to employees.

4.5 Archiving

Obsolete documents shall be archived and marked “Superseded”.

5. References

- ISO 9001:2015 Clause 7.5 – Documented Information
- Company Quality Policy

6. Revision History

Version	Date	Description	Approved By
2.0	16-Feb-2026	Updated procedure for digital approval	QM

