Title: Standard Operating Procedure – Document Control
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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., $1.0 \rightarrow 1.1 \rightarrow 2.0$).

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Obsolete documents shall be archived and marked "Superseded".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
1.0	16-Feb-2026	Initial Release	QM