1.1 *CONTRO*L OF DOCUMENTED INFORMATION.

1.2 SCOPE

This section set out the methodology for establishing and maintaining procedure to control all documented information including both internal and relevant documented information of external origin.

1.3 RESPONSIBILITY

All Senior Management, Department Managers, Line Managers.

1.4 PROCEDURE

1.5 DOCUMENT TITLE AND IDENTIFICATION NUMBER

1.5..1 Identification number is usually the abbreviated letter of the title or the Process.
Eg. QPM = Quality Procedure Manual

1.5..2 Documented information has several sections and each section has an identification number.

1.5..3 Each section may have subsections which are numbered as 1.1, 1.2

1.5..4 Each subsection may have several clauses and numbered as 1.1.1, 1.1.2

1.5..5 Such clauses may have sub clauses which are numbered as a,b,c . or i.ii.iii

1.6 NUMBERING OF PAGES

The page number and number of pages of each section are shown in every page
.Eg: Document with 04 pages –1st page shall be numbered as 01 of 04
2nd page shall be numbered as 02 of 04

1.7 ISSUE AND APPROVAL OF DOCUMENTS.

1.7..1 All documented information, Quality Manual, Quality Procedure and, Work Instruction are issued under the supervision of management representative. All work instructions are issued with a controlled seal. All controlled copy of Quality procedures are with the MR signature.

1.7..2 Product Specifications and Mixing cycles established by R&D department are reviewed for adequacy and issued and controlled by R&D department.

1.7..3 Quality Manual and Quality Procedure Manual are reviewed by the Management Representative and approved by the managing director.

1.7..4 Individual procedures of the Quality Procedure Manual is reviewed and approved for suitability and adequacy and issued by the management representative with his signature and date.

1.7..5 Designation and the signatures of the reviewing and approving authority appear in the cover page of the Quality Manual and Quality Procedure manual.

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	

1.7..6 Cover page of Quality Manual and the Quality Procedure Manual carry the version year of ISO 9001 Quality Management System, document number, Issue number, Issue date, and controlled copy number. subsequent amendment to the Quality Manual of the same version is identified with the first issue date, revision number, revision date and controlled copy number.

1.7..7 Revisions to an individual procedure is identified with its first Issue date, revision number and revision date and approved by the management representative. Amendment to any individual quality procedure will not be considered for a revision change of the Quality Procedure Manual.

1.7..8 As and when necessary, new documented procedures may be introduced to the system comply with the document numbering methodology. it will not require revision changes to the Quality Procedure Manual.

1.8 REVISION TO DOCUMENTED INFORMATION AND THEIR DISTRIBUTION TO COPY HOLDERS

1.8..1 The issuing authority of the documented information originate, obtains approval for revisions from the approving authority.

1.8..2 DD-FORM-01 is forwarded to management representative and his approval for the amendment to the Quality manual, Quality procedures or Work instructions.

1.8..3 Minor revisions to clause, sub clause or paragraph of one page of the Quality manual or Quality procedure is not required to change the revision status of the entire document. But it should be highlighted with italic words and revised date at the bottom of the revised page.

1.8..4 When a revision is required for more than one page of the procedure, revision number shall be changed with revision date for the entire document with relevant approval. no italic letters required for revision change.

1.8..5 The documented information are distributed according to the distribution list, DD-FORM-02). This distribution list is returned to Management Representative with the signature as acknowledgement of receipt of documented information.

1.8..6 The copy holders receive the revised documented information and return the obsolete documented information as per DD-FORM-02.

1.8..7 All the revision documented information are kept for 1 year in a revision record file by the MR.

1.8..8 When the version change of ISO 9001 QMS, Documented information related to Quality manual, Quality procedure manual will be totally withdrawn and new Quality manual and Quality procedure manual issued with a new date.

1.8..9 Relevant hard copies are issued for the relevant departments and all controlled PDF copy of the documented information are uploaded to the intranet or Server. These copies are only for reading purpose.

1.9 UPDATING OF EXTERNAL DOCUMENT INFORMATION.

1.9..1 A list of external documented information relevant to QMS is maintained by Management Representative.

1.9..2 Customer generated external documented information are confidential and maintained by the International marketing department.

1.9..3 A copy of the external documented information will be issued only to the relevant persons who is necessary to maintain such external documented information.

1.9..4 The publishers of these documented information are contacted annually to ascertain validity.

1.9..5 If any amendments / revisions to the external document information, then the latest revisions shall be obtained.

1.9..6 The revised versions are circulated on a “need to know basis”.

1.9..7 Maintain a record of all withdrawn obsolete external documented information.

1.10 UPDATING OF INTERNAL DOCUMENTED INFORMATION.

1.10.1 A master list of documented information is maintained by management representative (Annexure-009/010)

1.10.2 Hard Copy distribution matrix is maintained.

1.10.3 All the other senior staff who are required to access this documented information are enable to access through the intranet or share folder of the server, using their respective pass word and the list of intranet access metric is maintained or controlled soft copy is maintain through separate folder in electronic media.

1.10.4 Acknowledgement of receipt of document information by copy holders is maintained by Management Representative. (DD-FORM-02)

1.10.5 Obsolete copy master file is maintained by Management Representative after stamping “OBSOLETE” on the document