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| Procedure:  **QP-100** | Pages: **3** |
| Printed: | Released: **5/04/2023**  Rev. Num: 4 |
| Authorized By: **Quality Assurance Manager** | | |

**QUALITY SYSTEMS**

1. Purpose and Scope

**PURPOSE**

To establish a standardized system for preparing, revising and distributing final quality policies, procedures, or work instructions that have an effect on the quality system.

**SCOPE**

This procedure applies to all internal documents referenced in the quality policy and procedures for E.C. Styberg Engineering Co.

1. Definitions

**Quality System:** Organizational structure, responsibilities, procedures, processes and

resources needed to implement the quality system.

1. Process Owner

**Quality Assurance Manager**

**Process Designees:** **Document Owner (Process Owner)**

**Quality Systems Coordinator**

**All Department Manager/Supervisor**

**4. Procedures**

**4.1 Document Owner (Process Owner)**

**Document Creation and Revision**

The Document Originator or Document Owner (Process Owner) creates or directs a designee to create a new document and requests changes to that document when procedural changes occur. All requests for new and revised documents are accompanied by a Doc-100, “ Document Change/Add Request Form”.

**4.2** **Quality Systems Coordinator**

**Draft, Prep, Approval and Distribution**

The Quality Systems Coordinator drafts documents using the appropriate computer format for quality policies, procedures and work instructions. These “draft” documents are forwarded to the appropriate departments and finally the Quality Manager for review, changes and comment. After review by all departments, changes are made and final sign off is completed by the Quality Manager. Employees have access to review documents online when needed.

**4.3** **Department Managers/Supervisors**

**Review, Correction and Signoff**

The Managers / Supervisors of the departments affected by the new or revised document will review, make suggested edits, initial and return the draft document to the Q.S.C., who will make any needed changes, then notify employees, via e-mail of changes.

**4.4** **Quality Manager**

**Approves the Final Document for Distribution**

After all department approvals are received, the Quality Manager completes the final signoff and forwards the document to the Quality Systems Coordinator.

**Reviews Documents Annually**

It is the responsibility of the document owner to revise documents under their control. However, the Quality Manager reviews quality policies, procedures and work instructions annually to ensure their accuracy, completeness and continued relevance.

**4.5** **All Employees**

**Retention and Destruction**

Documents containing company or customer information, employee personal information or data which would be considered sensitive in nature should be destroyed by shredding. Shredders are located in the administrative mail room and in the plant lunch room. If there is any doubt as to what qualifies for the above, it should be shredded. Any questions regarding this can be directed to Human Resources or a department supervisor.

**5 References**

**5.1 Related Procedure**

Quality Policy QP-101

Quality Record Maintenance QP-133

**5.2 Reference Documents**

Quality System Requirements: ISO 9001: 2015; IATF16949: 2016

**6. Records**

Document Change/Add Request DOC-100 Retain for Minimum of 3 yrs.

Request for Document Approval DOC-101 Retain for Minimum of 3 yrs.

**7. Policy References**

Management Responsibility

Quality System

Document and Data Control

**8. Revisions to Procedure QP-100**

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| **Change No.** | **Date** | **Rev. No.** | **Change Description** |
| 1 | 02/13/1999 | 0 | Creation of QP-100 |
| 2 | 06/30/1999 | 1 | Under Reference Documents changed "Quality System Requirements QS-9000,  Chrysler, Ford and General Motors, Feb, 1995" to "Quality System Requirements QS-9000  3rd Edition." |
| 3 | 12/08/2017 | 2 | Section 4.2  Removed- copies are made and distributed to appropriate personnel or departments. Documents distributed to the plant area binders (PP/TR/HT/Mach Rep/GR/ Services/MS/Inspection and Benchwork) are replaced by the QSC and obsolete copies shredded. Information on the location of these department binders is available upon request.  Added- Employees have access to review documents online when needed.  Section 4.3  Removed- “make the appropriate number of copies, distribute those copies and”  “with online access  Added- then notify employees, via e-mail of changes. |
| 4 | 01/20/2020 | 3 | Section. 4.2 removed ‘copies are distributed’ sentence and Sec. 4.3 removed ‘make the appropriate number of copies.’ due to documents available online. |
| 5 | 05-04-2023 | 4 | Changed Document Type from Instruction to Procedure.  Section 8-Removed “of”, added “to Procedure”  Added-Revised Styberg Logo, Revision History Block,  Revised revision number from 6 to 4 to reflect correct change history |
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