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# **PURPOSE**

*This procedure defines the process of Documentation Control and items that require reviews, approval, and revision control.*

# **SCOPE**

*The scope of the Standard Operating Procedure is to outline the process of approval, issuance, change and modification of technical documentation.*

# **DEFINITIONS**

* (Company) – Tungsten Parts Wyoming
* PO – Purchase Order
* ITAR – International Traffic & Arms Regulation
* ECO/ECN – Engineering change order/notice

# **RESPONSIBILITIES**

* Engineering/Quality – reviews all incoming technical documentation and determines if revision changes have been made. Creates technical documentation with proper naming and revision numbering scheme.
* Management – records any revision changes identified by engineering and communicates to relevant party.

# **PROCEDURE**

Documents outlined in this process may describe hardware, software, licensed materials, user documentation, user manuals, and operating procedures. Not all (Company) documentation is required to be versioned or released, this will depend on intended use and the need to formally control the document, many design documents are maintained in a revision control system and will not need versioning on the document itself due to the fact that the revision control system will provide this functionality.

## **Internal/informal design**

During the development process, there will be many documents that are generated to

capture ideas, concepts, and points of discussion; these documents are intended to

bring clarity during the design phase of the development and are not necessarily formal

in nature. These documents shall not be required to follow the formal document control

process

## **Part Number/Revision**

New documents/items are automatically assigned an item number or manually assigned

an item number based (i.e. to allow for documents to be grouped by product line). Modified document/item requires an incremental rise in the major revision letter or the minor revision number depending on the modification, <Major><Minor>.

### **Major**

Modification to the document’s design, structure, or adding/deleting functional descriptions described by the content.

### **Minor**

Modification to the document’s description that does not change the functionality of the item being described by the document, but adds clarity/robustness to the existing description.

## **Minimum Format Requirements**

* Document name
* Part #
* ITAR Controlled
* Date of Change
* Revision
* Author
* Description of change

# **CUSTOMER TECHNICAL DOCUMENTATION**

## **Document control**

As soon as customer drawings are received they will be reviewed for any changes and placed into appropriate customer folder on (Company) secure server. Any relevant nomenclature such as: revision number, date, description etc will be noted.

## **Change Order**

If customer drawing has been updated since the first iteration then change order form/ECO will be issued to notify any relevant party and the ‘old’ drawing will be moved to Down Rev folder on (Company) secure server.

# **APPLICABLE REFERENCES**

*Customer documentation & drawings.*

# **QUALITY RECORDS**

*List of applicable Quality records.*

* N/A