**1st Tool Document control - changes:-**

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| **S.no.** | **Correction / Addition** | **Understood & Accepted** | **Not possible** |
| 1 | **Minor Correction:**  **~~Previous Tool :~~**  ~~D1, D2… R0 (After approval).~~  ~~Next R0-D1, R0-D2… R1 (After approval)~~  ~~R1-D1, R1-D2…. R2 (After approval)…….R3….R4.. etc.,~~  **Now correction :**  R0-D1, R0-D2… R0 (After approval).  Next R1-D1, R1-D2… R1 (After approval)  R2-D1, R2-D2…. R2 (After approval)…….R3….R4.. etc., |  |  |
| 2 | **Minor Addition: “**Document change history” to be included for the Rev.1, Rev.2 etc., **with “Brief description of change”** information - Except Rev.0 (because it’s new document). |  |  |
| 3 | **Major Addition:** Option – Content **Template creation** (Manual, Procedure, Quality Plan, HSE Plan and Forms), also Content Title table selected Topic “Touch” to move concern page section, also link of procedure/forms in manual, link of forms in procedure (fetch from approved procedure/forms section) – **Sample attached**, Header /Footer point selection & develop actual procedure by concern person. |  |  |
| 4 | **Minor Addition:** Master list ofExternal origin document (ref. Template Attachment) – No logic applies, just client will update the list with link (download attachment files). |  |  |
| 5 | **Major Correction:** Changes in condition - Document “prepare person” can be “review person”, also review person can be “approve person”, but prepare person should not be a approve person. |  |  |
| 6 | **~~Minor Correction:~~** ~~Any person can prepare document (so option “ANY” also to be given while selecting position).~~  Choosable (one or many)  Multiple prepared person, any person can prepare. |  |  |
| 7 | **Major Correction: Multiple reviewer…** “Reviewed by” (many person can review option), condition – all review persons must be reviewed or not (OPTION), as per option reviewed, then only it will allow to go to approval person. Same logic for Approver |  |  |
| 8 | **Minor Inclusion:** All document (Manual, Procedure, Plan, Forms etc.,) final view – Footer include **“Note: This is electronically approved document, hence signature is not required. Also any printed /downloaded copy from “ISO Supporter - Software Tool” is considered as “uncontrolled copy unless specified/stamped by Management”**.  (This “note” point not applicable for forms/records. If not possible, Give option to choose in footer of all documents including manual, procedure, forms etc.,) |  |  |
| 9 | **Major Addition:-**  There are two cases;   1. Customer preparing document from scratch for ISO, no problem on Revision, we can start from Rev.0. 2. If customer, already following different revision status for different document. E.g. Manual Rev.5 dt.\_\_, Procedure A Rev.6 dt.\_\_\_, Procedure B Rev.3 dt.\_\_ etc., HSE Plan rev.2 dt.\_\_ , Quality plan rev.3 dt.\_\_\_. Form 1 Rev.2 dt.\_\_, Form 2 Rev.8 dt.\_\_\_ Form 3 etc., **We need provide revision setting OPTION initially & FREEZE for each document, then it will continue our revision & approval pattern.** |  |  |
| 10 | **Major:** Included form: **“New document / Document change request” as optional form.** This form will be used by organization after complete document upload & freeze all… then after some period, “Initiator” who can be anybody will initiate for new document or change existing document, so this will go to concern reviewer & approver same as above determined. |  |  |
| 11 | **“Dropped Document” Folder to be created for the New document DRAFT / Existing document revision DRAFT dropped by prepared person prior to approve or reject by Approver.** |  |  |
| 12 | **Also Existing “Approved document” can only be dropped by MR with proper reason & Top mgt. acceptance (Reason E.g. We drop this X procedure due to that process eliminated from company).**  **Email notification to Top Mgt. with reason as sub: “For your acceptance to drop this existing approved document \_\_\_ “ . After acceptance only, MR can drop.**  **NO removal/deletion possible, only drop from approved document list.** |  |  |

**Note: No one can remove/delete from “Rejected Document” Folder, “Obsolete Document” Folder, “Dropped Document” Folder.**