1. **DOCUMENT CONTROL –TOOL:-**

**Process Flow (refer sequence number as activity step (bold) & corresponding email display requirement;**

**Expansion: R – Revision, D- Draft**

**MAJOR CHANGE: COMPLETELY SIMPLIFIED AS BELOW 3 POINT:-**

1. **NO MORE UPLOAD THE PREPARED DOCUMENT AS “WORD FILE”, NOW TEMPLATE WILL BE CREATED INSIDE TOOL AND PREPARE PERSON PREPARE DOCUMENT IN THAT & SENT FOR REVIEW & APPROVAL PROCESS.**
2. **REMOVED ISO CO-ORDINATOR/MR’s “ISO BASIC CHECK” ACTIVITY FROM THE PROCESS LOOP SINCE TEMPLATE CREATED.**
3. **INCLUDED MULTI-REVIEWER OPTION IN THIS.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared by** | **Reviewed by**  **(may be single / multiple person)** | **Approved by** | **ISO Co-ordinator/MR**  **(NO ACTIVITY for MR as per flow, email cc only** |
| 1. **New Document no.\_\_\_ sent as Draft (R0-D1)** |  |  |  |
|  | **Email** “Waiting for your review on document no.\_\_\_” |  | Email - CC |
|  | 1. **Comment sent (if any)** |  |  |
| **Email”** “Comment Received” from Reviewer on document no.\_\_\_” |  |  | Email - CC |
| 1. **Response Comment Sent** |  |  |  |
|  | **Email** “ **Response comment** Received” from Prepared person against reviewer comment on document no.\_\_\_” |  | Email - CC |
|  | (NOTE: COMMENT MAY CONTINUTE again IF NEEDED as per loop) |  |  |
| 1. **Then amended document sent as Draft ( R0-D2)** |  |  |  |
|  | **Email** “Waiting for your review on **amended draft** document no.\_\_\_ |  | Email - CC |
|  | (NOTE: COMMENT MAY CONTINUTE again IF NEEDED as per loop) |  |  |
|  | 1. **Reviewed – Ok.** |  |  |
| **Email:** “Document no.\_\_\_\_ Reviewed, now under approval process” |  | **Email:** “Waiting for your approval on document no.\_\_\_” | 2nd mail only - Email - CC |
|  |  | 1. **Comment sent (if any)** |  |
| **Email”** “Comment Received” from Approve person on document no.\_\_\_” |  |  | Email as CC |
| 1. **Response comment sent** |  |  |  |
|  | Email - CC | **Email: Response comment** received from prepare person against **Approver comment** on document no.\_\_\_ | Email as CC |
|  | (NOTE: COMMENT MAY CONTINUTE again IF NEEDED as per loop) | (NOTE: COMMENT MAY CONTINUTE again IF NEEDED as per loop) |  |
| 1. **Then Amendment sent as next Draft (R0-D3)** |  |  |  |
|  | **Email** “Waiting for your review on **amended** document no.\_\_\_ based on Approver comment” |  | Email as CC |
|  | (NOTE: COMMENT MAY CONTINUTE again IF NEEDED as per same loop) |  |  |
|  | 1. **Reviewed – Ok.** |  |  |
| **Email:** “**Amended** Document no.\_\_\_\_ Reviewed, now under approval process ” |  | **Email:** “Waiting for **your approval** on **amended** document no.\_\_\_” | 2nd (Approve person) Email only - CC |
|  |  | (NOTE: COMMENT MAY CONTINUTE again IF NEEDED as per loop) |  |
|  |  | 1. **Approval – If OK.** |  |
|  |  | **(Auto update in “Approved document” folder)** |  |
| **Email :** “Document no.\_\_\_\_ approved by Approve person & listed in “Approved document” folder. | Email - CC | Email - CC | Email as CC |
|  |  | 1. **Approval – If Rejected** |  |
|  |  | **(Auto update in “Rejected document” folder)** |  |
| Email: “Document no.\_\_ rejected by Approve person & list in “Rejected Document” folder | Email - CC |  | Email - CC |
| **DOCUMENT DROPPOING PROCESS** | | | |
| 1. **Note: “Dropping New document DRAFT / Existing document revision DRAFT by prepare person prior to approve or reject by Approver.** |  |  |  |
|  | Email: “Draft Document no.\_\_\_ dropped by prepare person. |  | Email –CC |
|  |  |  | **Note: 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. as “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.** |

**ABOVE - New document as Drafts R0-D1,R0-D2, R0-D3……etc., - After approval Revision R0**

**After some period, existing document revision as below;-**

**Next revision same process as : R1-D1, R1-D2, R1-D3…– After approval Revision R1**

**Next revision same process as : R2-D1, R2-D2, R2-D3…– After approval Revision R2**

**Etc.,**

**NEW DOCUMENT PROPOSAL OR DOCUMENT CHANGE REQUEST:-**

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| --- | --- | --- | --- |
| **Initiator by** | **Reviewed by**  **(may be single / multiple person)** | **Approved by** | **ISO Co-ordinator/MR**  **(NO ACTIVITY for MR as per flow, only email cc,** |
| 1. **New Document Proposal (NDP) or Document Change Request (DCR) sent** |  |  |  |
|  | **Email:** “New Document Proposal NDP/ Document Change Request DCR no.\_\_\_ waiting for your review. |  | Email - CC |
|  | 1. **Reviewed & Accepted** |  |  |
| Email - CC |  | Email:“New Document Proposal NDP no.\_\_\_ / Document Change Request DCR no.\_\_\_ waiting for your approval | Email - CC |
|  | ***OR Rejected with Comment*** |  |  |
| *Email: “New Document Proposal NDP no.\_\_\_ / Document Change Request DCR no.\_\_\_ rejected by Review person”* |  |  | Email - CC |
|  |  | 1. **Reviewed & Approved.** |  |
| Email:“New Document Proposal NDP no.\_\_\_ / Document Change Request DCR no.\_\_\_ reviewed & approved by Approval person”. | Email - CC |  | Email - CC |
|  |  | ***OR Rejected with Comment*** |  |
| *Email: “New Document Proposal NDP no.\_\_\_ / Document Change Request DCR no.\_\_\_ rejected by Approve person”* | Email - CC |  | Email - CC |