

**1. QMS Documentation (Area Owner)**

Obligation of any specific referential or regulation, or even specific area need, a new document should be created and codificate accordingly with [WI 02 1 10 10](#).

2. Establish a team (Area Owner)

A specific team should be established according the impact of the specific document, being a multidisciplinary process the document creation.

3. Available information? (Area Owner)

All the available information should be collected to guarantee the most complete document to be created.

4. Document Creation (Team members/Mkt team)

The specific document must be created under the approved formats and respecting the brand image of the company.

5. Document Revision (Team members/IMS Resp.)

The document must be reviewed according the quality system integration and adaptability of the company strategy and needs.

6. Support Documentation (IMS Resp)

If the created document impacts on other existing documents, this ones must be reviewed and updated as need.

Creation Date:
30/08/2024

Revision Date:
30/08/2024

Macro Process: Management 02 - Quality Management System
Process: 02 1 - Quality Documentation
Procedure: P 02 1 10 - IMS Documentation

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