Q.P.14-Control of Documented Information Rev 2

UNITED HYDRAULICS™

Customer sends documented information.

UH determines that document needs to be controlled

Controlled Document is saved to the secured network

Authorized Personal are determined by top management.

Management Determines Distribution method

Warehouse Form Bin

Available upon request

Document is needed by personnel that is not authorized to access document.

Authorized personal prints form from Network

Person(s) request document from authorized personnel.

Necessity is verified by authorized personnel.

Authorized personal makes copies of form.

Document is printed and given to person(s)

When finished the document is returned to the person who printed it.

Authorized personal /or dedicated personal places forms in form bin located in warehouse.

Document is disposed of.

ISO Champion

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