This procedure has been completely reviewed. Therefore, no individual paragraphs have been starred (*) to indicate changes

1. AIM

to define the actions, authority and responsibility necessary for the adequate distribution and control of documents and data relating to the company quality system.

2. SCOPE

Elements covered by this procedure include:

The Quality Manual
All Procedures
Forms/Quality Record
Company Reference Lists
Promotional Literature
Customer Specifications
Information Stored on Computer
External Documents/Literature

3. RESPONSIBILITY

Managing Director: for the approval of all documents within the Documented Quality Management System (DQMS).

Quality Consultant: for controlled circulation of all documents within the DQMS.

Authorised Personnel: for ensuring that documents (including external issued by them as part of their system are controlled in accordance with this procedure.

4. ADMINISTRATION

Procedure Document Control Cover Page
Document Master List
External Document List

5. QUALITY RECORDS

Revision Records

6. IMPLEMENTATION AND CONTROL

6.1 Control of the Quality Manual

The Quality Manual is held electronically on the company's IT server, it is therefore available to all Plastica people as read only, read/write access is available to the Quality Manager.

Sections of the Quality Manual are identified with the Company Name and Document Title and also the:

section number (as ISO 9001:2015);
section title;
issue number;
issue date;
page number out of total;
approval initials.

The Quality Manual Revision Sheet will be completed showing the reason for change, the date issued and the authorisation initials. Previous issues are kept as a paper record for cross reference if required.

The section(s) replaced are removed and kept as a record for cross-reference if required.

Uncontrolled copies of the Quality Manual may be issued to interested parties if authorised by a Director. All such issues will be stamped as 'Uncontrolled Issue'. Uncontrolled Copy Holders will not automatically receive amendments or revisions to the Quality Manual.

6.2 Control of Procedures/Works Instructions

The procedures and works instructions are held electronically on the company's IT server, they are therefore available to all Plastica people as read only on Company Intranet, read/write access is available to the HR Officer. Any revision to the procedures/works instructions is identified with a * adjacent to the paragraph and the issue status incremented unless a full review has occurred when a statement that a complete review has taken place.

Procedures/Works Instructions are strictly confidential and shall not be issued to non-company personnel (excluding the third-party assessment body), either in part or whole, without prior permission by a Director.

Each page of each Procedure/Works Instruction is identified with the Company Name and Procedure/Works Instruction Title and also:

Quality Procedure (QP)/Works Instruction (W.I.) Number;
issue number and date;

page number out of total;
authorisation initials;
ISO 9001:2015.

Amendments to Procedures/Works Instructions may be suggested by any member of staff and at any point.

Documents printed from the Company Intranet are marked 'uncontrolled'.

6.3 Control of Quality Records/Forms

Company Reference Documents and Forms/Quality Records are listed under the Administration section of each Procedure or referred to within the Quality Manual and attached as references.

All such documents are identified by a form or reference number which identifies the procedures in which is originates and its number within that procedure.

6.4 Control of Specification Documents

Sales, production and purchasing personnel are responsible for defining specifications in the form of Order Acknowledgements, Works Orders and Purchased Orders.

All such documents are reviewed for accuracy prior to issue and either signed or initialled in the computer text.

Any amendments will, wherever possible, be made by the same person producing the document in the first instance or if not available, by someone having sufficient background knowledge to agree the revision.

Revisions may be recorded by hand on existing documentation providing the following information:

a) name of person agreed with
b) details of amendments required
c) authorisation signature and date

6.5 Control of Other Documentation

Other documentation which needs to be controlled in a similar manner to the DQMS includes the following:

a) Reference Lists: such as Document & Drawing Master Lists etc.
b) Promotional Literature: such as catalogues.
c) Other Specifications: such as Bill of Materials, Drawings and Job Descriptions etc.

Each is identified by an issue date and/or number which will be amended if the document is revised.

Wherever possible, the amendments will be made by the same person initially responsible for issuing the document, or if that is not possible, by someone with sufficient background knowledge.

6.6 Control of Computer Data

The Company operates an integrated package for the control of Sales Order and Works Order processing, Purchasing, Stock Control and Invoicing. A full system backup is performed, ERP is protected by continuous data backup off site.

The ICT Manager and deputies have access to set the system parameters and database information which is on-line to all personnel using the system.

Individual personnel are responsible for file management they operate on personal computers.

NAS storage is provided for department and individual personnel files, which operate continuous file snap shots and a nightly back up off site.

6.7 Control of External Documents/Literature

These are updated as follows:

1. S.P.A.T.A. Standards and Technical Literature by the Technical Manager.
2. C.O.S.H.H. Regulations by the staff members with special responsibilities for Health & Safety.
3. Extreme Literature by the Extreme Lining Manager.
4. EN ISO 9001:2015 Standard by the Quality Manager

The above managers are responsible for ensuring that they have the up to date literature and information.

Purchasing Specifications are the responsibility of the relevant Purchasing Buyer. The supplier should automatically send any alterations to specifications.

Due to the many products bought it is not possible to ensure that all the information is current. If a customer asks for a specification and the information appears to be more than one year old, the relevant person will contact the supplier to check that the information is current. Again, evidence of this will be recorded on the document/literature.

The Company keeps up with new technical information by receiving journals, magazines etc.

Cross-References

Control of Critical Records QP16
Computer Disaster Recovery Plan – Version 3 Jan 2017