

Quality System Procedure

QSP 7.5-01

Subject: Control of Documented Information

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Annex 1 QSF 7.5-01-01 Master List of Documents

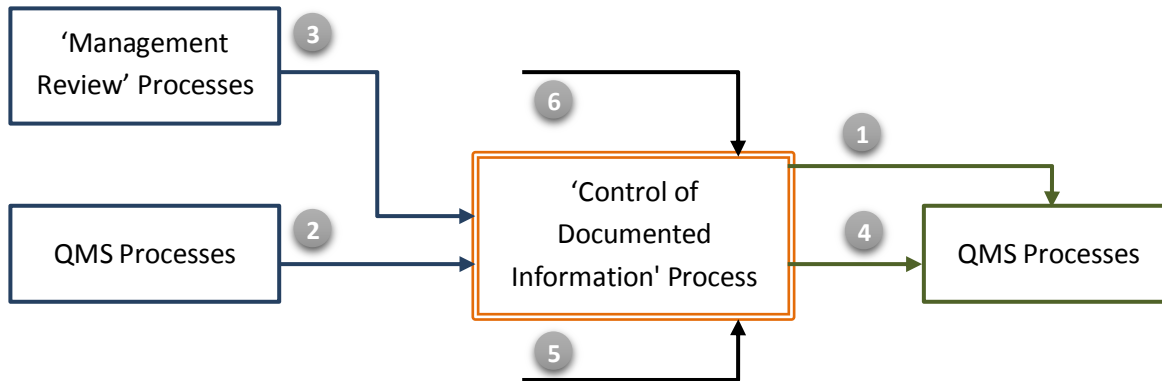
Annex 2 QSF 7.5-01-02 Master List of Records

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4 Procedure

4.1. General

Process Model is provided on figure 1.



- 1 Adopted actual Quality Policy, Quality Objectives, Quality Manual, QSP, Work Instructions, QSF, Master List of Documents, Master List of Records
- 2 Drafts of: QSP, Work Instructions, QSF. Requests for documents of external origin.
- 3 Quality Policy, Quality Objectives, Quality Manual, Requests for documents of external origin.
- 4 Documents of external origin.
- 5
 - QA Department personnel;
 - QA Department infrastructure, including commercial quality file cabinets;
 - Company server, software
 - Process owners personal computers
 - Process budget
- 6 QSP 7.5-01 Control of Documented Information

Fig. 1 'Control of Documented Information' Process Model

Annual budget of 'Control of Documented Information' Process is adopted by Management after the Quality Manager report based on the process monitoring and evaluation results. By function and for the ease of control, the documented information is divided into 4 levels.

Quality System Procedure

QSP 7.5-01

Subject: Control of Documented Information

Level 1: Quality Policy, Quality Objectives, Quality Manual

In the *Quality Policy* the Organization's Leadership publicly determines the main principles and priorities that they will adhere regarding all the Interested Parties.

Quality Objectives are measurable documented improvement indicators that are established for corresponding levels and processes throughout the organization to implement the *Quality Policy*, to meet requirements for product and processes, and to improve the QMS and performance.

The *Quality Manual* has been prepared to describe [Company Name]'s QMS and includes the following:

- The scope of the QMS, and details of and justification for any exclusion.
- Reference to QSP established for the QMS which clearly show the relationship between the requirements of the standard and documented procedures and;
- A process flow chart that clearly identifies the description and interaction between the processes of the QMS.

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