

PROCEDURE FOR CONTROL OF DOCUMENTED INFORMATION

Procedure No: XX/PRO/01

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1. SCOPE

To ensure that the documented information, including all documents of internal & external origin, is controlled with respect to approval, distribution, change etc.

2. PURPOSE

To establish a consistent process for controlling the documented information required to maintain QNP's quality management system.

3. REFERENCE DOCUMENTS

- 3.1 Best Enterprises Quality Manual
- 3.2 Document Master List with Revision History
- 3.3 External Document Control List
- 3.4 Quality Plan

4. TERMS & DEFINITIONS

Documented Information- Records and Documents

Maintained Documented Information- Document

Retained Documented Information- Record

WI- Work Instruction

F- Format

QM - Quality Manual

QMS- Quality Management System

SOP- Standard Operating System

CEO - Chief Executive Officer

MR - Management Representative

QNP - Quality Name Plate

5. RESPONSIBILITY AND AUTHORITY

5.1 The Management Representative (MR) and In-charges of all departments are responsible for the effective implementation of this procedure.

5.2 CEO gives final approval on all QNP quality system documents

5.3 Quality Assurance In-charge, manager & MR

- Ensure that QNP quality system documents are formatted, identified and issued per the requirements of this operating procedure.
- Ensure that revisions to quality system documents are reviewed and approved by the same functions that performed the original review and approval.
- Ensure that the necessary documents are accessible to appropriate personnel.

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