



**ISO 9001-2008
PROCEDURE**

PROCESS OWNER
Information Technology Management

PROCEDURE TITLE:

Control of Documents

**DOCUMENT
NUMBER:**
ISO_4-23

**REVISION
LEVEL:**
Final Draft

**REVISION
DATE:**
01/23/09

Approval:
Managing Director

Purpose / Scope:

Purpose: The purpose of this procedure is to define the requirements for document control to assure that quality-related documents affecting work activities show evidence of review and approval by authorized personnel prior to issuing new or revised documentation.

Scope: The quality requirements in this section apply to the control of distribution, copies, and locations of documents and forms managed by WCRC.

Documents - Refers to policies, procedures, standards and regulations, or work instructions identified to meet ISO compliance related to our business system. Documents may be in paper or electronic form.

Forms (Records) – Refers to pre-defined documents used for recording information or data from production and other transactions related to the support of our business system. Completed forms may become records.

This procedure does not apply to Federal or State statues, administrative rules or work instructions and departmental directives which define specific departmental tasks.

Responsibility:

The Information Technology managing staff is responsible for assuring the control of our business system documentation including establishing document controls for specific projects when applicable.

All personnel are responsible for adhering to this procedure to assure that controlled documents are appropriately used, updated, and distributed in accordance to this procedure.

Iso Work Instruction Format

Denis Alamargot, Patrice Terrier, Jean-Marie Cellier

Iso Work Instruction Format:

ISO 9001:2000 Quality Management System Design Jay J. Schlickman, 2003 Provides a set of design rules for creating a quality management system that will naturally translate into successful ISO 9001 2000 certification The book identifies the key documentation components and supplies guidelines for outlining and writing the quality manual standard operating procedures work instructions forms and records Two case studies illustrate the upgrade and recertification of a corporation from ISO 9001 1994 to ISO 9001 2000 and the creation of a company s first quality management system The author is an auditor certified by the ASQ ANSI registrar accreditation board Annotation copyrighted by Book News Inc Portland OR

How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements Stephanie L. Skipper, 2015-10-12 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The document control system DCS or documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system *ISO 9001:2000 Quality Registration Step-by-Step* Fred Dobb, 2013-04-03 Review of previous edition I recommend this book to all those who are thinking about implementing ISO 9000 because you will enjoy reading it and will as Dobb writes save yourself a lot of money QUALITY WORLD This is a tried and tested hands on manual with detailed steps to success and simple explanatory notes The accompanying companion website contains the text of a complete quality manual along with all necessary operating procedures The book explains why and how to achieve or upgrade to ISO 9001 2000 The proven successful straightforward approach will initially save you money in consultancy fees and will also help you bypass the trial and error stages In addition to a successful registration or upgrade you will continually achieve savings by putting in place effective efficient and economical management systems Fred Dobb is a Regional Director of CQA one of the oldest accredited certification bodies specializing and with particular expertise in the construction industry but also covering the whole range

of manufacturing service and other industrial and business sectors He is a Registered Lead Assessor with experience in a plethora of situations this practical experience is brought to bear in this essentially practical guide

Written Documents in the Workplace Denis Alamargot, Patrice Terrier, Jean-Marie Cellier, 2008-01-09 Divided into three parts the first of which provides a linguistic definition of professional documents describing their different types and genres This definition necessarily takes into account both the formal characteristics of these types of document e g nature of linguistic units involved and their functional goals the way these linguistic units are used to fulfill the text s communicative aim The second part focuses on the mental mechanisms involved in written production in the workplace One of the aims of a professional writer is to compose a text which can be understood Text composition involves specific processes and strategies that can be enhanced One way of doing this is to give the writer suitable instructions while another is to provide him/her with a suitable writing environment This last aspect leads us to devote the third and final section to the comprehension of written documents in the workplace Awareness of the strategies implemented by different readers with more or less domain expertise in order to understand technical and professional documents can enhance the latter s readability Contributions from linguists psychologists and ergonomists from various countries ensure international scope and comprehensiveness Bridges the gap between fundamental research into writing and reading and the issue of the efficiency of written communication in the workplace Enables better content creation for professional writers

Getting Started in Speaking, Training, or Seminar Consulting Robert W. Bly, 2002-03-14 How to make a living speaking training and running workshops and seminars Expert Bob Bly shares his secrets for earning 1 000 to 5 000 a day or more as a self-employed speaker lecturer or trainer He shows readers step by step everything they need to know to become polished speakers create winning presentations find a market niche set fees get bookings and much more Aspiring speakers will learn about the corporate training market who buys training what the hot topics are how to package and sell training courses and what to charge Bob Bly Dumont NJ is an independent copywriter advertising consultant bestselling author popular lecturer and highly successful trainer

ISO 9000 Quality System Jack Kanholm, 1994 The ISO 9000 QUALITY SYSTEM DEPARTMENT BY DEPARTMENT IMPLEMENTATION FOR THE CERTIFICATION AUDIT Practical implementation guide with examples audit situations illustrating what auditors will be looking for how they will react in specific situations Written by an IQA certified NACCB RvC auditor international consultant it is the complete body of knowledge experience needed to prepare for receive the certification audit 168 p 98 00

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Well-being and Wellness: Psychosocial Risk Management Tony Boyle, Fiona Charlton, 2024-08-08 Well being and Wellness Psychosocial Risk Management is a companion to Health and Safety Risk Management that describes the techniques and background knowledge for preventing injury and ill health in the workplace The new book instead describes the techniques and background knowledge for preventing impairment of worker well being and wellness These techniques differ from those required for the prevention of injury and ill health because of the need to take into account individual differences in susceptibility to psychosocial risk sources and the fact that psychosocial risk sources can provide opportunities as well as threats The book is divided into two parts Part I describes the required background knowledge including the nature of psychosocial harms to individuals what can trigger these harms and what can be done to mitigate these harms and also deals with the necessary psychological background and the role of individual differences in reactions to psychosocial risk sources Part II describes an outline psychosocial management system based on the ISO 45001 specification and the guidance in ISO 45002 and ISO 45003 However the nature of the psychosocial risk sources being dealt with means that the ISO 45001 requirements must be extended in a number of ways for example by having threat and opportunity assessment rather than risk assessment Written primarily for OH S professionals who wish to extend the scope of their management system to include well being and wellness issues the book is also directly beneficial to human resources HR professionals who have the responsibility for managing psychosocial hazards such as bullying and harassment Additionally it can be understood and applied by managers in all sectors who want to improve the well being and wellness of their team and it will be a relevant reading for students on OH S HR or management courses

MDD Compliance Using Quality Management Techniques Ray Tricker, 2012-04-27 The Medical Devices Directive MDD is an all encompassing document legislating for the manufacture of any medical device or material used either temporarily or permanently on or in the human body To achieve its main objectives the MDD requires the manufacturer of all products covered by the Directive to possess a fully auditable Quality Management System consisting of Quality Policies Quality Procedures and Work Instructions based on the ISO 9000 standard The book is based on the sound principles of ISO 9000 and will guide to the reader if required to eventually set up an ISO 9000 fully compliant system MDD Compliance using Quality Management Techniques consists of the following A brief guide to the Medical Devices Directive explaining the main requirements of the directive translating legal Eurospeak into everyday language An overview of ISO 9000 and how the MDD links in with these international requirements A Quality Manual will provide a template for a complete Quality Management System that can be used by any product being produced under the requirements of the MDD CD ROM containing a software copy of the Quality Manual A User manual consisting of clear

instructions and flow charts on how to set up and use the Quality Management System described in the Quality Manual

Fundamentals of Industrial Engineering Mr. Rohit Manglik, 2024-01-01 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels ISO 9000 Quality Management ,2001

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