

DOCUMENT CONTROL SOP FOR MACHINES

SOP. NO	WRITTEN BY	DATE:
10	Carrie Anne Richardson	August 21, 2029

PURPOSE:	The purpose of this SOP is to establish a consistent and controlled method for documenting changes made to machines.
SCOPE:	This SOP applies to all machines in the facility.
RESPONSIBILITY:	The person responsible for this SOP is the Quality Manager.
PROCEDURE:	1. When a change is made to a machine, the machine's documentation (schematic, drawing, PLC program, etc.) must be updated to reflect any revisions and changes. 2. The person responsible for making the change must update the documentation and submit the summary to the Quality Manager for review and approval. 3. The Quality Manager will review the documentation and, if necessary, make changes. Once the documentation has been approved, it will be filed in the machine's file. 4. Any changes made to the machine without prior approval from the Quality Manager may result in disciplinary action.

Examples Of Procedures Document

Michael Tuchman



Examples Of Procedures Document:

Best Practices in Policies and Procedures Stephen Butler Page, Stephen Page, 2002 Best practices book that focuses on the alignment of policies and procedures to the vision strategy plan and core processes of an organization This book focuses on finding actual content for your policies and procedures

PROC DOCUMENT by Example Using SAS Michael Tuchman, 2013-10-31 PROC DOCUMENT by Example Using SAS demonstrates the practical uses of the DOCUMENT procedure a part of the Output Delivery System in SAS 9.3 Michael Tuchman explains how to work with PROC DOCUMENT which is designed to store your SAS procedure output for replay at a later time without having to rerun your original SAS code You will learn how to save a collection of procedure output descriptive text and supporting graphs that can be replayed as a single unit save output once and distribute that same output in a variety of ODS formats such as HTML CSV and PDF create custom reports by comparing output from the same procedure run at different points in time create a table of contents for your output modify the appearance of both textual and graphical ODS output even if the original data is no longer available or easily accessible manage your tabular and graphical output by using descriptive labels titles and footnotes rearrange the original order of output in a procedure to suit your needs After using this book you will be able to quickly and easily create libraries of professional looking output that are accessible at any time This book is part of the SAS Press program

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs

Accounting Policies and Procedures Manual Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry

PROPHET Public Procedures, 1985

Implementing Quality in Laboratory Policies and Processes Donnell R. Christian Jr., Stephanie

Drilling, 2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Laboratory Policies and Processes Using Templates Project Management and Six Sigma provides templates for the various policies procedures and forms that should be contained in the quality assurance operational and technical manuals of a laboratory seeking accreditation Templates for the entire project life cycle The book begins with a general introduction and overview of quality assurance and then moves on to cover implementation strategies It contains best practices and templates for the project management of the design and implementation of the laboratory operational and technical manuals required to establish a quality assurance program The templates span the entire project life cycle from initiation to planning to execution to monitoring and finally to closure The book also examines how Six Sigma concepts can be used to optimize laboratories and contains templates that cover administrative issues quality assurance sample control and health and safety issues In addition there is a section of criteria files that relate the individual document templates to specific accreditation criterion Addresses the standards of ISO 17025 The results of any laboratory examination have the potential to be presented in court and can ultimately affect the life and liberty of the parties involved Therefore a stringent quality assurance program including well documented policies and a procedure manual is essential Ensuring that laboratories meet the standards of ISO 17025 this volume is a critical component of any laboratory s accreditation process

NROTC Office Procedures Manual United States. Bureau of Naval Personnel, 1958 **The Manager's Guide to Simple, Strategic, Service-Oriented Business Continuity** Rachelle Loyear, MBCP, AFBCI, CISM, PMP, 2017-05-10 You have the knowledge and skill to create a workable Business Continuity Management BCM program but too often your projects are stalled while you attempt to get the right information from the right person Rachelle Loyear experienced these struggles for years before she successfully revamped and reinvented her company s BCM program In The Manager s Guide to Simple Strategic Service Oriented Business Continuity she takes you through the practical steps to get your program back on track Rachelle Loyear understands your situation well Her challenge was to manage BCM in a large enterprise that required hundreds of BC plans to be created and updated The frustrating reality she faced was that subject matter experts in various departments held the critical information she needed but few were willing to write their parts of the plan She tried and failed using all the usual methods to educate and motivate and even threaten departments to meet her deadlines Finally she decided there had to be a better way The result was an incredibly successful BCM program that was adopted by BCM managers in other companies She calls it The Three S s of BCM Success which can be summarized as Simple Strategic Service Oriented Loyear s approach is easy and intuitive considering the BCM discipline from the point of view of the people in your organization who are tasked to work with you on building the plans and program She found that most people prefer Simple solutions when they are faced

with something new and different Strategic use of their time making their efforts pay off Service to be provided lightening their part of the load while still meeting all the basic requirements These tactics explain why the 3S program works It helps you it helps your program and it helps your program partners Loyear says If you follow the Three S philosophy the number of plans you need to document will be fewer and the plans will be simpler and easier to produce I ve seen this method succeed repeatedly when the traditional method of handing a business leader a form to fill out or a piece of software to use has failed to produce quality plans in a timely manner In The Manager s Guide to Simple Strategic Service Oriented Business Continuity Loyear shows you how to Completely change your approach to the problems of BCM buy in Find new ways to engage and support your BCM program partners and subject matter experts Develop easier to use policies procedures and plans Improve your overall relationships with everyone involved in your BCM program Craft a program that works around the roadblocks rather than running headlong into them *Regulatory procedures manual* ,2004 *Scientific Examination of Questioned Documents* Jan Seaman Kelly,Brian S. Lindblom,2006-04-27 First published in 1956 and revised as technology improved this is the bible of the forensic document examination industry This edition includes information on infrared equipment the use of computer hardware and software in document examination and current document production technology The text covers computer printer technologies techniques for the detection of digitally manipulated documents and photocopies along with innovative chart making techniques Updated chapters include expanded discussion of ESDA and other analytical tools document dating modern stamp making technology and more

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