

**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.

PREPARED BY

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# Iso 900document Control Procedure Sample

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## **Table of Contents Iso 900document Control Procedure Sample**

1. Understanding the eBook Iso 900document Control Procedure Sample
  - The Rise of Digital Reading Iso 900document Control Procedure Sample
  - Advantages of eBooks Over Traditional Books
2. Identifying Iso 900document Control Procedure Sample
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Iso 900document Control Procedure Sample
  - User-Friendly Interface
4. Exploring eBook Recommendations from Iso 900document Control Procedure Sample
  - Personalized Recommendations
  - Iso 900document Control Procedure Sample User Reviews and Ratings
  - Iso 900document Control Procedure Sample and Bestseller Lists

5. Accessing Iso 900document Control Procedure Sample Free and Paid eBooks
  - Iso 900document Control Procedure Sample Public Domain eBooks
  - Iso 900document Control Procedure Sample eBook Subscription Services
  - Iso 900document Control Procedure Sample Budget-Friendly Options
6. Navigating Iso 900document Control Procedure Sample eBook Formats
  - ePub, PDF, MOBI, and More
  - Iso 900document Control Procedure Sample Compatibility with Devices
  - Iso 900document Control Procedure Sample Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Iso 900document Control Procedure Sample
  - Highlighting and Note-Taking Iso 900document Control Procedure Sample
  - Interactive Elements Iso 900document Control Procedure Sample
8. Staying Engaged with Iso 900document Control Procedure Sample
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Iso 900document Control Procedure Sample
9. Balancing eBooks and Physical Books Iso 900document Control Procedure Sample
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Iso 900document Control Procedure Sample
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Iso 900document Control Procedure Sample
  - Setting Reading Goals Iso 900document Control Procedure Sample
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Iso 900document Control Procedure Sample
  - Fact-Checking eBook Content of Iso 900document Control Procedure Sample
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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