

BAIRSTOW BROTHERS (1985) LIMITED
QUALITY MANAGEMENT SYSTEM

QUALITY PROCEDURE	Ref: QP01
	Page: 1 of 3
CONTROL OF DOCUMENTS	Issue: 1 Revision 1
	Date: 06/04/06

Authorised and Issued by the Managing Director

1 Purpose and Definitions

1.1 This procedure describes the control of documents, their approval, issue and modification.

1.2 Definitions of terms used in this document:

<i>Term</i>	<i>Definition</i>
Control Document:	A working document that contains instructions or requirements: for example: Quality Manual, Drawings, British Standard, Regulations / Statutory Legislation
Controlled Document:	A document that is distributed to a known distribution list.
Document Control:	The activity of controlling a document.

2 Scope and Responsibilities

2.1 The following table lists key controlled documents, with responsibilities;

<i>Document</i>	<i>Authorised by</i>
Quality Policy	Managing Director
Quality Manual	Managing Director
Quality Procedures	Managing Director
Job Packs	Works Manager and Vapalux Manager

2.2 Each member of staff is responsible for ensuring that they hold appropriate documents for tasks in hand.

3 Document Approval and Issue

3.1 All procedures of the Quality Management System (QMS) are uniquely identified on the front sheet with the procedure number the procedure title. The Quality Manual and other documents and forms in the QMS are similarly identified. The network location of Controlled Documents is shown at the foot of each page.

3.2 The Quality Controller shall ensure that the issue of QMS documents is controlled in an effective manner. Official copies of documentation issued to staff are classified as 'Controlled'. Controlled versions of documents are maintained in designated locations both in the premises and on the computer network. All other copies of QMS documents are classified and 'uncontrolled' and are not updated with revisions.

3.3 Revisions to issued documents shall be highlighted in the relevant document by the use of **bold, underlined text** and the Amendment Sheet shall be updated.

3.4 A Document Register is maintained to assist in the control of documents. Before issuing procedures or other documents, the Quality Controller shall review the documentation and, if satisfactory, indicate approval on the Amendment Sheet.

3.5 Any necessary Work Instructions are approved, issued, revised and controlled in the same manner as procedures described herein.

BAIRSTOW BROTHERS (1985) LIMITED
QUALITY MANAGEMENT SYSTEM

QUALITY PROCEDURE	Ref:	QP01
	Page:	2 of 3
CONTROL OF DOCUMENTS	Issue:	1 Revision 1
	Date:	06/04/06

4 Relevant Standards and Regulations

- 4.1 A set of relevant standards and regulations, etc. shall be maintained to a known status by the Quality Controller. Individual users are responsible for ensuring the status of any document is up to date prior to its use.
- 4.2 Customer-generated drawings, specifications and other documents are issued, revised and controlled by the Works Manager, Vapalux Manager and Administration and Financial Controller.
- 4.3 Superseded drawings or specifications shall only be used when required by the Sales Order or agreed with the customer. Any such agreements shall be recorded.
- 4.4 Known superseded drawings and specifications held at the Works shall be clearly marked as such.

5 Supplier Catalogues and Technical Information

- 5.1 Supplier catalogues and technical information are retained in the Works Office. These are used for reference purposes and periodically updated. A supply of relevant supplier literature is maintained and available to refer to. When new information received from a supplier, the Managing Director, Works Manager or Vapalux Manager is responsible for ensuring that it is distributed as appropriate.

6 Computer Back Up

- 6.1 The Accounts Office computer is backed daily by the Administration and Financial Controller. Disks are stored in the Communications Room safe. In addition, a weekly back up is made and the disk removed from site overnight.
- 6.2 The Works Office computer is backed up by the Administration and Financial Controller weekly, or more frequently in the event of a significant addition to stored data. The disk containing the backed up data is stored in the Communications Room Safe.
- 6.3 Access to certain computers, software packages and files is restricted to enhance the security of Controlled QMS Documents.

7 Documentation

[QP01-01 Document Register](#)

BAIRSTOW BROTHERS (1985) LTD			AMENDMENT SHEET	
Document Ref.		QP01-Control of Documents		
Date	Issue. No	Details of amendment(s)	Approved by	Position
13/04/06	1	First issue	Neil Kendall	Project Manager