

## Purpose

To ensure that all documents relating to key processes remain up-to-date, readily available and approved for use. This procedure also identifies the management system documents, the person responsible for them and how they are maintained.

## Definitions

**Controlled Copy documents:** Documents which must remain current at all times. When a change is made, controlled documents are retrieved and updated. e.g. a manufacturing procedure issued to the factory.

**Uncontrolled Copy documents:** Management system documents which are not replaced when a new revision is issued. e.g. a copy of the Management Manual which is issued to a customer.

## Procedure

### 1. Control of Management Manual and General Procedures

The Management Manual and General Procedures form the basis of our Quality Management System documentation. This section identifies how these documents are controlled.

#### 1.1 Review and Update

All staff members are encouraged to identify improvements to key processes. The Management Manual and Procedures must reflect these improvements. When a staff member identifies an improvement, whether as part of an audit or during regular day to day operations, they are expected to present the improvement to Management. Once the procedure has been reviewed and agreed to by the relevant staff members the procedure is ready for approval.

Procedures are reviewed at least annually during audits, more often if improvements are identified. If a procedure is not audited in the 12 month cycle, it will be reviewed separately. The most recent revision date is documented on the bottom of each procedure.

The Management Manual is also reviewed and updated at least annually. The most recent revision date is documented on the Management Manual.

The Quality Manager keeps a copy of each obsolete Management Manual and procedure.

#### 1.2 New Procedures

New procedures fall under the same process as revised procedures. Once created, a new procedure is reviewed by relevant staff members, once the content is agreed upon; the new procedure is ready for approval.

#### 1.3 Approval

Once the revision is approved, the Quality Manager enters the updated procedure into the registered system by placing a "pdf" version of the procedure on CDQ2020. This document can be printed by any member of staff at any time. The footer of each document states that.... *"This document is no longer current once it is printed."* This process ensures that only current copies are available for use and prevents the unintended use of obsolete documents.

The Quality Manager is responsible for ensuring that only approved versions of procedures are placed on the server. The Quality Manager is also responsible for ensuring that these documents remain legible and are easily accessible by all staff members.

## 1.4 Notice of Change

The Quality Manager is responsible for ensuring that all relevant staff are made aware of changes to procedures which are relevant to their position. This is achieved through a notice posted on the server and also discussed at staff meetings, which are also minuted.

## 1.5 Issuing the Management Manual and Procedures to Customers and Suppliers

Controlled copies of the Management Manual and Procedures are only available on the server. Uncontrolled copies can be issued to customers and suppliers but only with written approval from management.

## 1.6 Procedures Index

The procedures index is a controlled document. It is updated whenever a procedure is updated or a new procedure is created.

## 2. Control of CAA Drawings

All drawing revisions are identified in the revision table on the drawing. The most up-to-date revision of catalogue drawings are available on the OneDrive. Older revisions are stored in the "Superseded" folder for each drawing so that they can still be accessed if required.

### Control of CAA Drawings on the Factory Floor

If a new revision of a drawing is created during a job, all older versions are removed from the factory floor and replaced with the most current drawing.

## 3. Uncontrolled Documents of External Origin

Equipment operation and maintenance manuals as well as training documents/DVD's produced externally are stored in the "library" in the Operations Manager's office. These documents can be accessed by all staff members as required. Documents/DVD's which are no longer relevant are removed or replaced by current versions. New documents/DVD's are added as new equipment, processes or training requirements are implemented.

## 4. Control of Records

Table 1 (below) is a list of documents and records controlled as part of our Quality Management System to the ISO 9001 standard as well as how we control other important documents. It also identifies all records critical to the operation of the company, where they are stored, who has access to them, who disposes of them as well as any other information relevant to the particular record.

All documents listed in this procedure are stored in a format which ensures that they remain legible, readily identifiable and are easily retrievable.

## Procedure: Document and Record Control



**Table 1. Control of Records**

Document	Maintained by	Available to	Short Term Location	Long Term Storage	Min Store Duration	Disposed By	Comments
<b>Alloy samples</b>	Factory Manager and factory staff	All staff	Factory floor	Pallet Racking	5 years	Operations Manager	<ul style="list-style-type: none"> <li>• Samples are labelled with heat number and alloy type</li> <li>• Samples stored in buckets with the time period clearly documented on the bucket. Buckets are stored in chronological order.</li> <li>• Samples re-melted after at least 5 years unless a longer period is specified by a customer.</li> </ul>
<b>Approved Supplier Records</b>	General Manager	All staff	CDQ2020	Obsolete records deleted	-	General Manager	<ul style="list-style-type: none"> <li>• The General Manager compiles and maintains the Approved Suppliers List. This list is reviewed at least annually at the Management Review Meeting.</li> <li>• All staff aim to purchase from Approved Suppliers List.</li> </ul>
<b>Audits &amp; Assoc.</b>	Quality Manager	Management	Office	Compactus	7 years	Quality Ma	<ul style="list-style-type: none"> <li>• Includes audit schedule, audits &amp; follow-up docs.</li> </ul>
<b>Banking, BAS, Payroll, Super</b>	Accounts	Management	Office	Compactus	7 years	Accounts	
<b>Corrective Action Reports (CAR)</b>	Quality Manager	All staff	CDQ2020	External Hard-drive	7 years	Quality Manager	<ul style="list-style-type: none"> <li>• Available for all staff to follow through to resolution.</li> <li>• Quality Manager responsible for maintaining the CAR file.</li> <li>• All CARs reviewed at least annually at the management review meeting.</li> </ul>
<b>Design documents</b>	Management and CP Engineer	CAA Man. + CP Eng + other relevant staff	Office	Compactus	7 years	GM & OM	<ul style="list-style-type: none"> <li>• Design documents are stored with contract documents which are filed by date in the alphabetically organised customer files.</li> </ul>
<b>Forms Register</b>	Quality Manager	All staff	OneDrive	Obsolete deleted	-	Quality Manager	<ul style="list-style-type: none"> <li>• As new forms are created or revisions are made they are made available on the OneDrive.</li> </ul>
<b>Heat register</b>	Factory staff	All staff	Casting area	Laboratory	7 years	Operations Manager	<ul style="list-style-type: none"> <li>• Heat sheets are completed by all factory staff. They are completed as they cast.</li> </ul>
<b>Inspection reports, Certs, Quality Plans &amp; ITP's</b>	General Manager, Operations Manager, Factory Manager and Bus Dev Manager	Management	OneDrive (with contract documents)	OneDrive (cust files) + external hard drive	7 years	General Manager, Operations Manager	<ul style="list-style-type: none"> <li>• Chem Analysis samples re-melted after 5 years (unless otherwise specified by customer). Their corresponding Chemical Analysis Reports shall be kept for a minimum of 7 years unless specified otherwise by the customer.</li> </ul>
<b>Management Review documents</b>	Quality Manager	Management	Office	Quality Man. Computer + External HD	7 years	Quality Manager	<ul style="list-style-type: none"> <li>• Inputs reviewed at least annually.</li> <li>• Outputs (minutes of meeting + to-do-lists and follow ups) are documented and distributed by Quality Manager.</li> </ul>

## Procedure: Document and Record Control



Document	Maintained by	Available to	Short Term Location	Long Term Storage	Min Store Duration	Disposed By	Comments
<b>Material Safety Data Sheets</b>	Quality Manager	All staff	CDQ2020 + Chem Bund	Obsolete deleted	-	Quality Manager	<ul style="list-style-type: none"> <li>Reviewed at least annually.</li> <li>MSDS no longer current 5 years after the publication date.</li> </ul>
<b>Measurement Equipment records</b>	Quality Manager	Management	CDQ2020	Deleted once not used	Life of equipment	Quality Manager	<ul style="list-style-type: none"> <li>Operations Man. &amp; Factory Man. responsible for informing the Quality Man. of new inspection &amp; measuring equipment &amp; if equipment is no longer operational.</li> </ul>
<b>Orders/ Contract Documents</b>	General Man. Operations Man. Bus Dev Man.	Management, Factory Manager, Stores	Office	Compactus	7 years	GM, OM	<ul style="list-style-type: none"> <li>All quotes, orders, certificates, technical &amp; contract docs filed by date in the alphabetically organised customer files.</li> <li>Costings spreadsheets are on the OneDrive.</li> </ul>
<b>Project Specific Procedures</b>	Operations Manager, General Manager, Quality Manager	All staff and specific customer	OneDrive	customer files	7 years	GM, OM	<ul style="list-style-type: none"> <li>Created as required and issued to staff for specific job.</li> <li>Controlled copies issued during the job. Uncontrolled copies issued to the customer.</li> </ul>
<b>Responsibilities Matrix</b>	Quality Manager	Management	OneDrive	Obsolete docs deleted	-	Quality Manager	<ul style="list-style-type: none"> <li>Reviewed at least annually as part of Management Review Meeting</li> </ul>
<b>Standards</b>	Quality Manager	All staff	CDQ2020	Obsolete kept for ref.	-	Quality Manager	<ul style="list-style-type: none"> <li>Updated when standard is updated. Reviewed at least annually.</li> </ul>
<b>Supplier Purchase Orders</b>	General Manager, Operations Manager, Accounts	Management	Office	Compactus	7 years	Accounts	<ul style="list-style-type: none"> <li>Copy of some supplier PO also stored with contract docs for large projects. This is usually restricted to docs which are part of an ITP or MDR.</li> </ul>
<b>Technical drawings</b>	Operations Assistant, Bus Dev Manager	All staff and Customers	OneDrive	OneDrive	Previous revs = OneDrive	Operations Manager, Bus Dev Manager	<ul style="list-style-type: none"> <li>Drawings issued with a rev no.</li> <li>If a drawing is revised during a job, all older versions are stamped "Superseded" and retained in the job file for reference to amendments.</li> </ul>
<b>Timesheets</b>	Accounts	Management	Office	Compactus	7 years	Accounts	
<b>Wages</b>	Accounts	Management	Office	Compactus	7 years	Accounts	

NOTE: When disposing of documents, the sensitivity of the material must be considered.

END OF DOCUMENT