

Joseph Co.

Control of Documents

Document #:  
JSC-PR-001-00

Issue Date:  
01-01-2014

Issue #:  
01

Rev. Date:  
-

Rev. #:  
00

Page:  
1 of 7

---

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

DOCUMENT CHANGE RECORD

Revision No#	Date of Issue	Initiated By	Page No.	Section	Description of Changes	Done By

Joseph Co.

Control of Documents

Document #:  
JSC-PR-001-00

Issue Date:  
01-01-2014

Issue #:  
01

Rev. Date:  
-

Rev. #:  
00

Page:  
2 of 7

Table of Contents

Serial No#	Description of Changes	Page No#
1	Purpose	3
2	Scope	3
3	Responsibilities	3
4	Procedure	4
5	Related Records	7

Distribution List:

- a) Managing Director
- b) Quality Manager

Disclaimer:

**This document contains confidential information. Do not distribute this document without prior approval from the Joseph Co.**

# Joseph Co.

## Control of Documents

Document #:  
JSC-PR-001-00

Issue Date:  
01-01-2014

Issue #:  
01

Rev. Date:  
-

Rev. #:  
00

Page:  
3 of 7

---

### 1. PURPOSE:

- a) To establish and maintain a documented system to control all documents and data that related to the requirement of ISO 9001:2008 standard.
- b) To ensure that only the most recent revision of documents is available to appropriate personnel.
- c) To control that document requiring changes are revised and received the required approvals.

### 2. SCOPE:

The scope of this procedure is controlling various procedures, formats and all type record used at Joseph Co. Following documents are included in this procedure:

- a) QMS policy, QMS objective.
- b) Quality management system manual.
- c) Organization charts & job descriptions.
- d) System procedures.
- e) Procedure related to specific standards.
- f) Standard operating procedures.
- g) Work instructions.
- h) Forms / checklists / plans.
- i) Reference external manuals.
- j) Legal and regulatory requirement's etc.

### 3. RESPONSIBILITIES:

- a) All Level 1 & 2 documents of the Quality Management System are approved by the Managing Director.
- b) The Management Representative (MR) is responsible to maintain and revise this procedure with the approval of Managing Director.
- c) The Management Representative is responsible for controlling all the documents.

# Joseph Co.

## Control of Documents

<b>Document #:</b> JSC-PR-001-00	<b>Issue Date:</b> 01-01-2014	<b>Issue #:</b> 01	<b>Rev. Date:</b> -	<b>Rev. #:</b> 00	<b>Page:</b> 4 of 7
-------------------------------------	----------------------------------	-----------------------	------------------------	----------------------	------------------------

---

### 4. PROCEDURE:

#### 4.1 Document Hierarchy:

Level 1: Quality Manual  
Level 2: QMS Procedures, Quality Policy, Process Flow Diagram, Organization Chart, Quality Plan and SOP's  
Level 3: Job descriptions, Work instruction  
Level 4: Quality Records, Specifications, and Standards

#### 4.2 Document Coding:

4.2.1 The header portion of all Quality Management System procedures contains,

Company Name Joseph Co.  
Document Name XXX  
Document Code AAA/XXX-YY-BBB-CC

Where:

- AAA is the abbreviation for Company Name, which is JSC.
- YY is the Abbreviation used for Procedures.
- YYY is the Document Number.
- Date of Issue dd/mm/yyyy
- Page number X of Y
- Issue number YY
- Revision number (Rev.) XX

All documents will be initially provided by Rev: 00 for the initial release, any further revision will be followed by Rev. 1 for 1st revision and numerically increases for further revisions.

We set up a limit of revision numbers and then go for a complete change of issue. We have set the limit of 05 revisions in any documents, the first issue having an issue no. 01, and revision 00, then till revision no 04, the same issue no. 01 will be continued. Immediately the revision no. reaches 05, we will make an issue change and the current status of the document will be Issue no. 02 and revision no. 00.

The document codes are as follows:

- a) JSC= Joseph Corporation
- b) QMS= Quality Management System
- c) QSM= Quality System Manual

# Joseph Co.

## Control of Documents

<b>Document #:</b> JSC-PR-001-00	<b>Issue Date:</b> 01-01-2014	<b>Issue #:</b> 01	<b>Rev. Date:</b> -	<b>Rev. #:</b> 00	<b>Page:</b> 5 of 7
-------------------------------------	----------------------------------	-----------------------	------------------------	----------------------	------------------------

---

- d) PR= Procedure
- e) FM= Form
- f) JD= Job Description
- g) WI= Work Instruction
- h) QPL= Quality Plan
- i) ORG= Organization
- j) PFC= Process Flow Chart
- k) CL= Checklist
- l) Sop= Standard Operating Procedure

### 4.3 Document coding for forms/formats:

For forms and formats following document coding would be followed;

AAA/CCC-BB-XXX-YY-R/ZZ

E.g.: (ABC-FM-001-01-R/00)

Where:

- AAA is the code of the company name.
- BB is the abbreviation of Form.
- XXX is a code of procedure /clause code /department.
- YY is code of form number.
- R/ZZ is the revision number of the documents.

### 4.4 Document Approval (Level 1, 2):

4.4.1 Documents are written by the appropriate person, involved with the activity.

4.4.2 Approvals:

- a) Quality Policy, Quality Manual, Quality Procedures, Organization Chart, Process Flow Diagrams, Quality Plan and SOPs are approved by the Managing Director.
- b) Other than above mentioned documents, all documents are approved by the Quality Manager.
- c) The Management Representative reviews documents in accordance with the requirements of ISO 9001:2008 (QMS) before issuance.

# Joseph Co.

## Control of Documents

<b>Document #:</b> JSC-PR-001-00	<b>Issue Date:</b> 01-01-2014	<b>Issue #:</b> 01	<b>Rev. Date:</b> -	<b>Rev. #:</b> 00	<b>Page:</b> 6 of 7
-------------------------------------	----------------------------------	-----------------------	------------------------	----------------------	------------------------

---

### **4.5 Issuing Documents (Level 1, 2 & 3):**

- 4.5.1 Official controlled document photocopy are bearing a stamp of "CONTROLLED DOCUMENT" and cannot follow distribution.
- 4.5.2 Uncontrolled photocopies are only allowed for use by external parties, e.g. customers, auditors, etc. these are stamped on the front page as "UNCONTROLLED DOCUMENT" and it can be distributed further.
- 4.5.3 The original document, signed and dated, retained in the Main QMS File. This file comprises separate folders for each department, containing all the QMS system documents for that department.
- 4.5.4 All documents are recorded on a "Master List of Controlled Documents & Records", (JSC-FM-001-01-R/00).

### **4.6 Amending Documents:**

- 4.6.1 In case of any change in procedures, work instructions, forms/formats are required; it is recorded in "Change / Disposition Form" (JSC-FM-001-04-R/00).
- 4.6.2 Changes in the documents are necessitated under the following circumstances:
  - a) Changes proposed by the work centers to improve the product / processes.
  - b) Changes necessitated by the induction of the new process.
  - c) Revision required due to change in procedures on the basis of internal audit and/or trend analysis.
- 4.6.3 The change is highlighted by (\*).

### **4.7 Withdrawn / Superseded Documents:**

- 4.7.1 All documents having with older revisions are either disposed-off or kept in a record for fixed time duration wherever applicable.
- 4.7.2 Superseded copies are withdrawn by the Management Representative. These documents are marked as superseded document and stamped 'SUPERSEDED' for identification.
- 4.7.3 The rejected or superseded records/documents as and when required and appropriately dispose-off through "Change/ Disposition Form", (JSC-FM-001-04-R/00) duly approved by Management Representative and/or Managing Director.

# Joseph Co.

## Control of Documents

<b>Document #:</b> JSC-PR-001-00	<b>Issue Date:</b> 01-01-2014	<b>Issue #:</b> 01	<b>Rev. Date:</b> -	<b>Rev. #:</b> 00	<b>Page:</b> 7 of 7
-------------------------------------	----------------------------------	-----------------------	------------------------	----------------------	------------------------

---

4.7.4 The mechanism of disposal is shredding.

### 4.8 External Origin Document:

External document will be kept by the Management Representative. He will maintain the record in "Master List of External Origin Documents", (JSC-FM-001-02-R/00).

### 4.9 Document Distribution Record:

The procedures with related formats are distributed among all concerned departments for reference purpose and their record is entered in "Documents Distribution List" (JSC-FM-001-03-R/00).

### 4.10 Minor Changes:

Minor changes are classified as a typographical error, spelling mistake, incorrect or incomplete printout, and grammatical errors. In case of such minor changes, the revision number will not change. These changes are incorporated by the custodian of the document by writing work the superscript form. Use of BLANCO is forbidden without changing revision number.

## 5. RELATED RECORDS:

- |  |                    |
|--|--------------------|
| 1) Master List of Controlled Documents & Records | JSC-FM-001-01-R/00 |
| 2) Master List of External Origin Documents      | JSC-FM-002-01-R/00 |
| 3) Document Distribution List                    | JSC-FM-003-01-R/00 |
| 4) Change / Disposition Form                     | JSC-FM-004-01-R/00 |