

# Procedure SMP Control P4.2.3-2 Rev. G

**Approved By:** Mike Orsini, Quality Manager  
**Date:** 10/10/2002  
**Purpose:** To control SMPs (Standard Manufacturing Procedure {work instructions}).  
**Scope:** All SMPs.  
**Authority:** The VP and Quality Manager have the authority to change or modify this procedure.

### Reference Documents and Records

- Policy Element 4.2.3 Document control
- Quality Records Procedure P4.2.4
- Corrective and Preventive Action P8.5.2/3-1
- Defective Material Report (DMR) P8.5.2/3-3

### Change History

| Date     | Change   | Rev | By |
|----------|--|-----|----|
| 07/10/96 | Added handwritten changes to procedures  | B   | MO |
| 12/10/96 | Changed title to SMP control from SMP and Drawing control. Added work instructions.  | C   | MO |
| 03/19/97 | Step #2 - Changed authority of who can change FIP.   | D   | MO |
| 11/17/00 | Added note regarding inadvertent use of obsolete SMP's. Revised change input method to include the use of Vantage Program and the change log associated within the Vantage Program. Removed reference to obsolete work instructions regarding SMP additions and changes. Also corrected several typos. | E   | MO |
| 8/10/01  | Added line to paragraph specifying the control of handwritten documents and changes to include expiration date and/or period of use.   | F   | MO |
| 10/17/02 | Updated to include ISO 9001:2000 requirements of legibility and documents being readily identifiable.  | G   | MO |
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