

Procedure

Print Control P4.2.3-1

Rev. G

Approved By: Mike Orsini, Quality Manager

Purpose: To document the processes for controlling customer prints.

Scope: All customer prints.

Authority: The Quality Manager has 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
- Prints
- Drawing Review Form (Q-DRF-XX)
- SMP Control Procedure P4.2.3-2
- Print Log File
- Obsolete Prints

Change History

Date	Change	Rev	By
07/10/96	Corrected typos	B	MO
12/10/96	Corrected additional typos	C	MO
08/10/01	Modified paragraph 4 to include a note about prints received with handwritten changes to include requirement for signature, date and either expiration date or period of validity.	D	MO
10/14/2002	Updated to ISO 9001:2000 standard and flowcharted. Added legibility requirement.	E	MO
5/5/2006	Added note showing two signatures minimum required for review approval of drawings.	F	MO
6/1/2011	Adjusted step 5 to include any of the listed personnel to begin process either by routing or call of meeting.	G	MO

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