## 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)

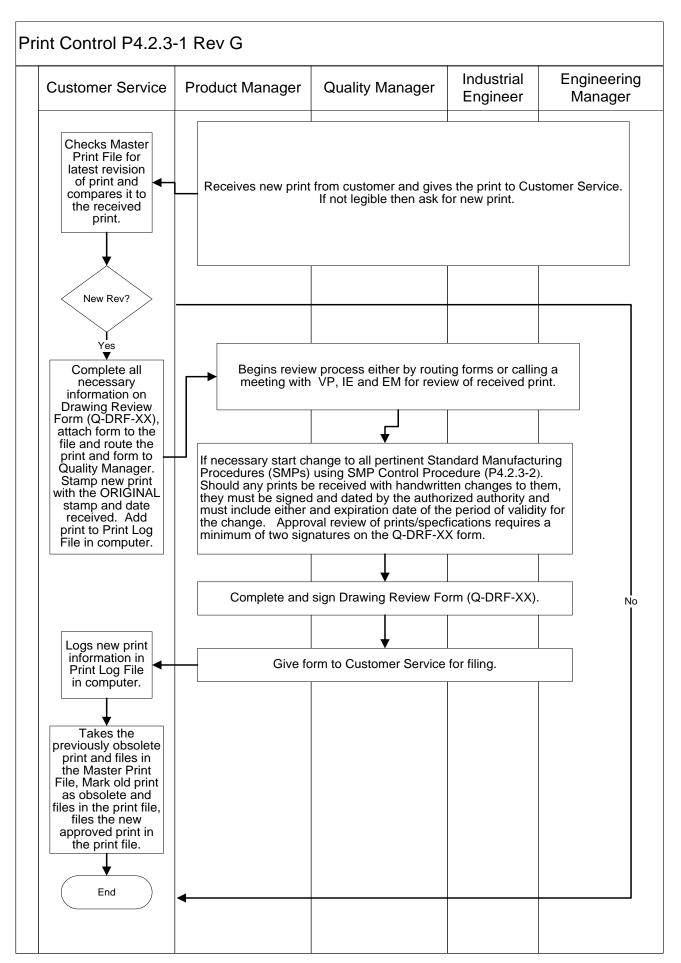
• SMP Control Procedure P4.2.3-2

Print Log File

Obsolete Prints

## **Change History**

Date	Change	Rev	Ву
07/10/96	Corrected typos	В	MO
12/10/96	Corrected additional typos	С	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.	Е	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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