

Procedure

Quality Manual Control P4.2.3-3

Rev. F

Approved By: Mike Orsini, Quality Manager

Purpose: To control Quality Manual Documents

Scope: All Quality Manual Documents.

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

Change History

Date	Change	Rev	By
07/10/96	Added handwritten changes to procedure.	B	MO
01/02/97	Updated handwritten changes	C	MO
08/10/01	Added note to paragraph 1 of handwritten changes to include expiration date or period of validity for the change	D	MO
10/21/2002	Updated to ISO 9001:2000 and added "readily identifiable and legible" as requirements for control.	E	MO
9/27/08	Removed reference to procedures stamped controlled in red. Clarified electronic control.	F	CW

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