

Procedure Form Control P4.2.3-5 Rev. G

Approved By: Mike Orsini, Quality Manager

Purpose: To control forms.

Scope: All forms that affect the quality management system.

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

Change History

Date	Change	Rev	By
12/12/96	Corrected typos	B	MO
09/30/97	Responsibility changed in steps 1,2 & 4 from CFO to QM	C	MO
08/10/01	Added note to paragraph 3 about any handwritten changes to forms. Added requirement for signature, date and validity period or expiration date of change.	D	MO
10/31/01	Revised paragraph 4 to show forms manual located in the standards library and in the control of the QA Manager.	E	MO
10/21/02	Updated procedure to ISO 9001:2000 and Flowcharted	F	MO
10/3/2011	Updated procedure to reflect the use of company file servers for storage, control and access to required forms.	G	MO

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Quality Manager

Management Team

Shall maintain a Master Forms File. This file shall be organized by the department which uses the form. Access to these electronic files shall be limited to supervisor and managers as defined on the permission list on the company file servers.

Each form shall be assigned a form control number. The number system is as follows.

X-XXX(X)-00(00) X - Alpha character 0 - numeric character

First position is the department:

W - Winding	F - Finishing	M - Molding
V - Varnish	L - Lead Prep	N - Material Prep
I - Inspection	Q - Quality	S - Shipping
R - Receiving	O - Office	C - Computer
G - General Purpose	P - Purchasing	E - Engineering
Z - Tool Room	X - Plant Manager	

Position 2,3,4, and 5 (optional), represents an abbreviation of the description of the document. Position 6,7,8(optional), & 9 (optional), represents the revision level.

All new or changes to current forms must be approved by the department supervisor, QM, IE, EM, VP, CFO or President. It is the department supervisor or manager responsibility to remove all old forms that have become Obsolete and to notify the IS Manager or QA Manager that a form has been changed and the obsolete file must be moved to an obsolete file folder on the company file servers. (electronically). Any Handwritten changes to forms in use must be signed by the authorized authority and must be dated and include the expiration date or period of validity of the hand written change. All forms must be readily identifiable and legible.

The Master Form Folder on the company file servers shall have a master list of all forms stating the title and control number. The Master Form Files are accessible to anyone who requires a form, or needs to see if the form being used is at the current revision. This access is through the respective department supervisor or authorized personnel. Master Form Files are located on the shared drive of the company file servers. Linked ICON's can be maintained on the desktops if personnel accessing these files prefers but is not required so long as they can demonstrate how to get to them..

End