

Procedure

Software Control P4.2.3-7

Rev. F

Approved By: Kyle Gibson, Quality Manager

Purpose: To define method to control software that affects the quality management system.

Scope: All software used for manufacture or control of the organization.

Authority: The Quality Manager/Manager of Information Systems 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
- Work Instruction IS-001

Change History

Date	Change	Rev	By
02/09/99	Revised Paragraphs 5 & 6 to say Servers to indicate more than one server. Revised paragraph 6 to include weekly tape and reference to work instruction IS-001	B	MO
10/31/01	Revised paragraph 5 to show some software as being stored in "other" areas. Also changed location of backup tapes.	C	MO
10/21/02	Flowcharted and updated to the ISO 9001:2000 requirements	D	MO
5/5/06	Removed reference to backup tapes, added use of backup appliance and offsite storage.	E	MO
1/2/2013	Updated program storage location, added assistant VP for employee access approval	F	KG

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