Procedure Work Instruction Control P4.2.3-8 Rev. E

Approved By: Mike Orsini, Quality Manager

Purpose: To define method to control work instructions.

Scope: All work instructions.

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	Ву
12/10/96	Initial release after corrections of typos	В	MO
11/06/97	Added "Work instructions shall be	С	MT
	accompanied by a revision page which		
	will show history of revisions to		
	documents.		
08/10/01	Modified paragraph 4 to include note on	D	MO
	control of handwritten changed, must		
	have signature and either expiration		
	date or period of validity.		
10/21/2002	Updated procedure to ISO 9001:2000	Е	MO
	Requirements and Flowcharted		

Work Instruction Control P4.2.3-8 Rev E Management Team Data Entry All work instructions shall be assigned a control number. The detail of the work instruction shall be sufficiently detailed according to the training level of the person(s) performing the tasks and the task to be performed. All work instructions shall be signed. Work instructions shall be dated and revisions of work instructions shall be controlled by the revision date. A master list of work All new work instructions shall be routed to Data Entry to type the new instructions shall be document. Work Instructions shall be accompanied by a revision page maintained by Data Entry which will show the history of revisions to documents. (an Access or Excel program). The master list shall state the title of the work instruction the revision date it was Hand written changes are authorized if completed in pen and initialed and approved, and the location dated by the same function or organization that performed the original review of all copies. The master (the person who signed it, their immediate supervisor, QM, EM, CFO, VP, list shall be made or President). Changed documents may also be re-written but then must again be reviewed and dated by the person who originally signed it or by the available to all employees. employee who currently holds the position. All controlled copies shall be updated in the same manner. Any handwritten work instructions or handwritten changes to work instructions must be signed and dated by the authorized authority and must include either and expiration date or the period of validity for the change. Work Instructions will only be considered controlled if they are readily identifiable and legible. It is preferred that work instructions shall be typed. End