

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

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