Purpose: This procedure has been established to describe the process used by XYZ for the control of documents used or generated by XYZ's Quality Management System.

ISO 9001:2008 Requirement	QMS Method of Addressing
Approve documents for adequacy prior to issue.	XYZ's Quality Manual and related procedures shall be reviewed and approved by XYZ's Management Representative prior to issue or revision. All Production Documents (instructions, routers, worksheets, etc.) shall be reviewed and approved by the Manufacturing Manager.
Review, update as necessary and re-approve documents.	XYZ's Quality Manual and related procedures are reviewed on an annual basis as part of XYZ'ss Management Review process; other revisions as needed. All Production Documents shall be reviewed as necessary to ensure compliance with the latest edition of referenced codes, standards and/or specifications. For all documentation, changes will be initiated using a Document Change Request (Form 101.4). Approved Changes will be noted in the effected document's revision history.
Identify the current revision status of documents.	All documents shall be identified by a unique identifier and their revision status identified by number or letter. A Master List of controlled documents shall be maintained by the Management Representative to identify the current revision status of documents (Form 101.1 or electronic equivalent).
Ensure that relevant versions of applicable documents are available at points of use.	XYZ's Management Representative will maintain a distribution history for issued documents and a system of transmittals to ensure all affected personnel have current documents (Form 101.2 and 101.3 or electronic equivalents). Access to electronic versions of controlled documents maintained on IT servers shall be in PDF format, and limited to read-only. Documents maintained on this system shall be considered uncontrolled when printed.

Ensure that documents remain legible, readily identifiable, and retrievable.	Each document recipient is responsible for ensuring that documents assigned remain legible, identifiable, and retrievable.
Ensure that documents of external origin are identified and their distribution controlled.	The Management Representative will maintain a list of all external documents used by XYZ. This list will be reviewed annually for adequacy and will be updated as required. This list will constitute a part of the XYZ Master List of controlled documents.
Prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.	Obsolete documents will be clearly marked as "OBSOLETE" or discarded, in order to prevent unintended use.