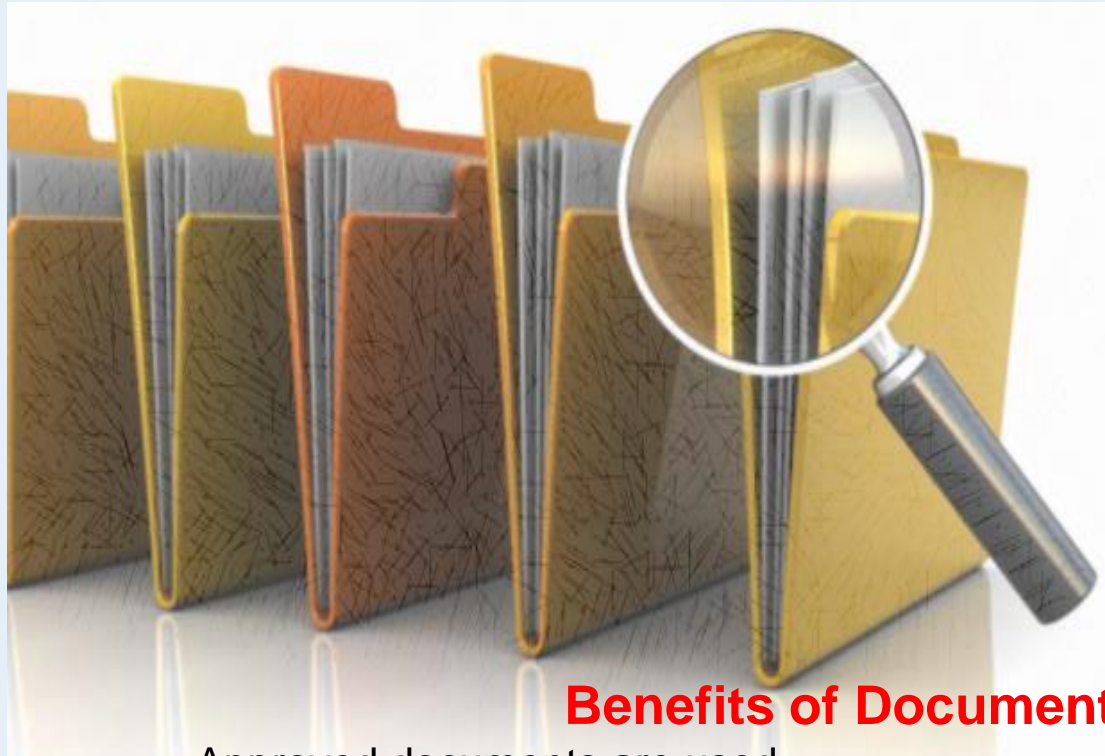


Control Of Documents



What is the purpose of documentation?

- Means to communicate information
- Evidence of conformity
- Knowledge sharing

Benefits of Document Control

- Approved documents are used
- Facilitates review and re-approval of documents
- Ensures relevant versions of applicable documents are available at points of use
- Ensures documents remain legible and identifiable
- Ensures that external documents (i.e. customer-supplied documents or supplier manuals) are identified and controlled
- Prevents unintended use of obsolete documents