

	ISO 9001-2008 PROCEDURE	PROCESS OWNER Information Technology Management			
PROCEDURE TITLE: Control of Documents	DOCUMENT NUMBER: ISO_4-23	REVISION LEVEL: Final Draft	REVISION DATE: 01/23/09	Approval: Managing Director	

Purpose / Scope:

Purpose: The purpose of this procedure is to define the requirements for document control to assure that quality-related documents affecting work activities show evidence of review and approval by authorized personnel prior to issuing new or revised documentation.

Scope: The quality requirements in this section apply to the control of distribution, copies, and locations of documents and forms managed by WCRC.

Documents - Refers to policies, procedures, standards and regulations, or work instructions identified to meet ISO compliance related to our business system. Documents may be in paper or electronic form.

Forms (Records) – Refers to pre-defined documents used for recording information or data from production and other transactions related to the support of our business system. Completed forms may become records.

This procedure does not apply to Federal or State statutes, administrative rules or work instructions and departmental directives which define specific departmental tasks.

Responsibility:

The Information Technology managing staff is responsible for assuring the control of our business system documentation including establishing document controls for specific projects when applicable.

All personnel are responsible for adhering to this procedure to assure that controlled documents are appropriately used, updated, and distributed in accordance to this procedure.

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