

4.2.3 Control of Documents

Botta-Boom Incorporated ensures that all employees have the current version of all documents and data needed to perform their assigned tasks. Only current, controlled documents are permitted for company manufacturing operations. Exceptions must be approved by the President or designee. All documentation related to specifications, procedures, parts, and processes used in the manufacture of customer orders are maintained under the Document Control system.

All company personnel have the authority to request changes or additions to the document system. The Process Owner and Quality Manager are authorized to approve changes to documents.

Documents of external origin, such as standards, regulations, and customer specifications are identified and the distribution of such documents is controlled.

Reference Documents:

- OP 4.2.3 Control of Documents
- OP 7.3.1 Engineering Change Orders

Responsibility: Quality Manager, Engineering Manager

4.2.4 Control of Records

Quality records are the records that we create to demonstrate compliance to requirements. Quality records are held on file for the minimum term specified in OP 4.2.4, and/or as specified by the customer's contract.

If a correction must be made to any paper format Quality Record, it should be accomplished by a single line through the original entry and writing the additional information adjacent to the original. The individual making a correction will initial and date adjacent to the correction.

Records are indexed, stored, and protected to preserve the record and legibility of the record. Computer files used as quality records are maintained on a secure computer with suitable backup. Backup files of computerized quality records must be stored in a fireproof safe.

Reference Documents:

- OP 4.2.4 Control of Records

Responsibility: Quality Manager