

VOP			
Operating sub Process			
Company Documentation			
Created:	27/03/06	VOP 01	Issue 1
Revised:	28 March 2014	Last printed 3/28/2006 10:19:00 AM	Page 1 of 2

DOCUMENTATION

The purpose of this document is to describe the system in use at the company in order to ensure that all significant documents are subject to control, and that only correct issues of relevant documents are available and in use. Company Operating Procedures are binding instructions, and all members of staff are required to conform to the requirements therein.

The requirement for new Procedures, or changes to procedures can originate from any person within the company. These requirements will be discussed and agreed by management before processing.

It is the responsibility of the Managing Director, or a person appointed by him e.g. the Quality Manager and/or Technical Engineer, to ensure the origination, upkeep, revision, control and authorisation of documentation, including technical documents, work instructions, specifications, records and forms and procedures.

Documents such as procedures, instructions, specifications etc. are retained as "Word" documents, Autocad & PCB documents, and are also [stored electronically](#) ([Read Only](#)) therefore making them available to all personnel, for information purposes. All other relevant documentation, such as international standards and technical literature is retained in the Company's library and can be withdrawn by authorised personnel only. This withdrawal must be signed for, using a tracer file.

DOCUMENT CHANGE / AMENDMENT

All essential documents contain a change / revision facility. This is controlled by date revised and last date printed. Printed is either electronic or hard copy. Departmental heads are responsible for ensuring prompt removal of obsolete documents from all points of use. After many revisions, a document may be fully Re-Issued as the next number status.

Where significant changes have been made to a Company document / management system e.g. new or major modifications to procedures or a reduction in quality surveillance, or to such as the Design / CE Files, then the appropriate Notified Body(s) will be informed in writing, with copies of the changes where required.

It is the responsibility of the originator of any change order to ensure that documents becoming obsolete are promptly destroyed or returned for filing.

After the retention period (as defined in the document register) has expired, the documents will be archived, in various locations, or destroyed, depending on the nature of the document. The Managing Director will take this decision.

TECHNICAL DOCUMENTATION

When engineering drawings and / or specifications are created for manufacturing purposes, the documents will be authorised by signature on the final draft copy, and computer initialled on the final master copy, as verification of current issue. This authorisation will be vested in a senior person responsible for technical matters. These documents will be controlled in the same manner as previously stated above.

Manufacturers manuals and technical data sheets, British and International standards, together with any regulatory guidance documents are maintained in the library for reference purposes. Where applicable, these documents are also stored [electronically](#) (old versions are not removed).

All relevant Standards are filed and indexed in a master standards file in numerical order and are maintained up to date annually by reference to the BS guide.

Quality records are identifiable to the product and the responsibility for records, how they are filed and their retention periods are set out in the Document Register.

A network is installed and the central File server holds a master copy of the most used files, which require shard access. All centrally held files are backed up routinely by the IT Director.

All CE & Design files are maintained by the Technical engineer and are available for viewing [electronically](#)..

All documents are being entered systematically into the Intrastat system.

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DOCUMENT REGISTER

Document register is available via the Intrastats system.