

COMPANY OPERATING PROCEDURES				
Amendment Control				
Created:	17/May 1995	VM3/COP/01	Issue	3
Revised:	19 May 2014	Last printed 22/05/2006 11:09:00 AM	Page 1 of 1	

1 AUTHORITY

The Managing Director only will decide when a Company Operating Procedure (COP) shall be written and by whom. **V01 / 2.1**

- 1.1 The procedure will only become live once it has been uploaded into the Intrastats Document Index.

2. GENERAL

- 2.1 All procedures are complementary to, but DO NOT, replace the requirements of the Quality Manual.
- 2.2 Company Operating Procedures are binding instructions and all members of staff are required to conform to the requirements therein.

3. AMENDMENT CONTROL

4. 3.1 Only Users whom have access to Intrastats Document Index **Admin**, are able to Amend Documents. Usually limited to the Managing Director and Chairman.
5. 3.2 Intrastats Takes cares of delivering only the latest version of a document, and archiving older versions of documents.
6. 3.3 Any User has the ability to raise an Issue to request a document is updated. Requests are logged.

7. Informing External Bodies

8. 4.1 It is the responsibility of the person uploading a modified document to Inform any External bodies that may need to be informed of any changes.

E.g. BSI / CMDCAS / GOST-R / MHRA / MDD