Document Index Overview

All documents (with the exception of files linked to ISSUES). Can be searched vie the Document search.

While each document is broken down into type, most searches are carried out with the search all documents option selected.

Audit Documents	BS EN ISO Documents	Calibration Certificates	CE File	Certificate of Origin	Certificates
Charts	Company COPS	Company Personel Manual	Component Specification Sheets (BOM)	Contact Files	COSHH Data Sheets
Cross Reference Charts	Declaration of Conformitys	Distributor / Supplier Agreements	External Official Documents	HSE Advice Documents	Instruction Manuals
Miscellanious Documents	Packaging Instructions	Patents	Photographs	PPQ Forms	Pre-ISO How 2 documents
Price Lists	Promotional Leaflets	Published Advertisement	Quality Control Documents	Service Manuals	Supplier ISO Certificates
Technical Document	Training Material	Viamed Operating Procedures	Warranty Files		

Doing a search on Orders with, search all documents selected, produces:

Type	Description	Details	
CE File	CE FILE Generic CE File Attached to All Purchase specifications Suppliers & Orders	**Details**	*Not Set*
Charts	Chart 13 Sales Orders	**Details**	**Internal use only**
Contact Files	Bristol Royal Infirmary Policy Document re Purchase Orders	**Details**	**Internal use only** Bristol Royal Infirmary
Contact Files	Bristol Royal Infirmary Policy Document re. Purchase Orders	**Details**	**Internal use only** Bristol Royal Infirmary Estella Rivera
Company COPS	VM3COP03 Enquires Orders Contract Review	**Details**	*Not Set*
Company COPS	VM3COP20.05 New Orders - How to enter into Opera	**Details**	*Not Set*

Turning on Thumbnails and searching again:

Details of a Document

Clicking a document will show its details and a link to download / view the actual document

VM3COP03 Enquires Orders Contract Review

Open Document or Right Click Save as To save a copy
Current VM3COP03 Enquires Orders Contract Review Details

Document ID	7728
Added By	Derek Lamb
Added On	25/Feb/2011
Original File name	7342.pdf

Open Issue to Request Update Amending Document

Open Document   **Open Document**

History Of Document VM3COP03 Enquires Orders Contract Review

Doc ID	Added By	Date	Actual Filename
7727 OLD Version	Derek Lamb	25/Feb/2011	7342.doc
7343 OLD Version	Derek Lamb	02/Nov/2010	5980 (1).pdf
7342 OLD Version	Derek Lamb	02/Nov/2010	5980 (1).doc
5981 OLD Version	Derek Lamb	20/May/2009	updated.pdf
5980 OLD Version	Derek Lamb	20/May/2009	updated.doc
5979 OLD Version	Derek Lamb	20/May/2009	updated.pdf
5978 OLD Version	Derek Lamb	20/May/2009	updated.doc
1703 OLD Version	Derek Lamb	23/May/2007	Contract REview.doc
72 OLD Version	Derek Lamb	14/Aug/2006	VM3COP03 Enquiries Ordes Contract Review.doc

ISO Manual Links

4.1.c	Quality management system
7.2.3.A	Customer communication
7.2.3.B	Customer communication
7.2.1	Customer-related processes

CE File links

Document Index Behind the Scenes

Each document in the document index (D.I.) has a Unique Document ID identifier.

Only the MD/Director can upload a new document.

Each document has a LOG file of who uploaded it, when it was uploaded, name of the original file name that was uploaded, Expiry date if applicable, the owning company, type of file, security level of the file, and a time stamp for review.

When a Document is replaced by a newer document, the NEW document becomes current and takes on all the attributes of the old file (type/security/links).

The old file becomes attached to the new file as a history file.

Current Audit 03 Design Control Document

View Document

Document ID	4588
Added By	Derek Lamb
Added On	08/Sep/2008
Original File name	DEsign 080312.doc
Expiry Date:	Not Set
Upload NEW Document	**Upload Document**
Open Issue to Request Update	**Amending Document**
Remove / Archive document	**Delete Document**
Edit File Description	**Edit Name**
Last Reviewed Date (Unconfirmed)	**Confirm Current**
Set Expiry Date	**Expires**
Link Stock Items	**Currently 0 Linked**
Change File Type	Audit
Security Level	Internal use only
Owning Company	Viamed
Review Time	0 Months

Update

History Of Document

Doc ID	Added By	Date	Actual Filename	
1689 **View Old Document**	John Lamb	22/May/2007	Audit 03 Design Control 070521.doc	
1688 **View Old Document**	John Lamb	22/May/2007	Audit 03 Design Control 070521.doc	updated
194 **View Old Document**	Derek Lamb	15/Aug/2006	Audit 03 Design Control (New).doc	Updated for Intrastats

e.g

Document ID 4588 above, replaced Document ID 1689 on the 08 / 09 / 2008,

Document ID 1689 replaced Document ID 1688 on the 22 / May 2007,

Document ID 1688 replaced the original Document ID 194 on the 22 / may 2007,

Document ID 194 was originaly uploaded on the 15 / 08 / 2006.

Document Index LINKS

Each document in the DI can belong to different manuals / technical files / procedures / Stock Items

For Example Document ID 4588 above is linked to

ISO Manual		
7.0	Product realization	Remove
8.2.2	Internal audit	Remove

Section 7.0 of the ISO Manual and Section 8.2.2 of the ISO Manual.

E.g. 2

Document ID 2206 is apart of the Tom Thumb Technical File, and is filed in Section F 7

Technical Files				
Tom Thumb	Section:F 7	Labels	**Remove**	

Document in the INDEX

ISO 9001

HSE

Contacts

Technical Files

13485 Manual

Stock Links

Mailshots
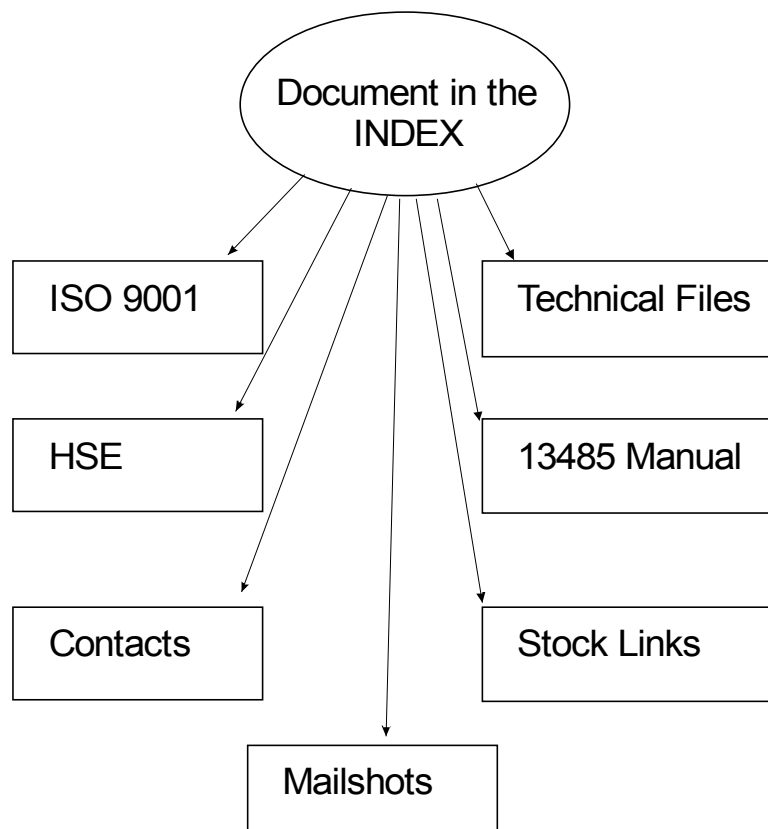
Viewing File links:

HSE Files

HSE regulations broken down into sections, Right hand column provides a link to supporting files

Section	Description	Attached Files
01 **Relevant HMG information**	Official Information & Booklets	Documents (19)
02 **Outline**	Health and Safety framework.	Documents (1)
03 **Corporate Statements**		Documents (2)
04 **ISO HSE Requirements**		Documents (3)
05 **Organisation and Responsibilities**		Documents (4)
06 **Distribution of Documentation to employees**		Documents (5)
07 **Statutory Notices**		Documents (1)
08 **Staff Induction**		Documents (1)
09 **General Inspections**		Add/Show File(s)
10 **Electricity**		Documents (3)
11 **Checklists**		Documents (6)
12 **COSHH**		Documents (3)
13 **Safe Systems of Work**		Documents (6)
14 **Assesments of risks**		Documents (3)
15 **Eyesight**		Documents (2)

13485 Manual Files broken down into sections, Right hand column provides a link to supporting files
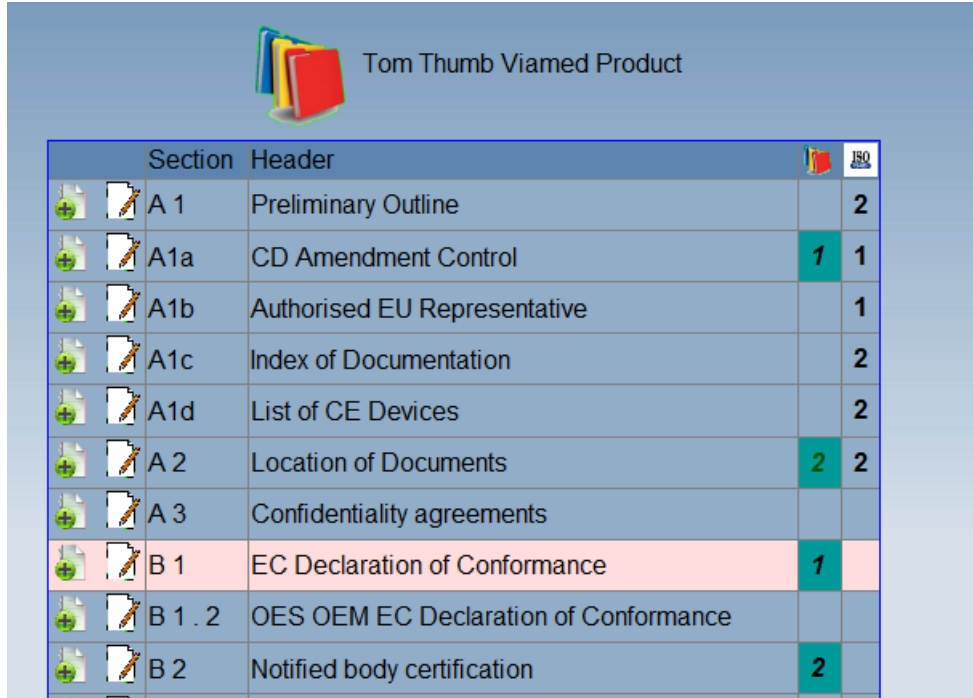
Section	Description	Attached Files
4.0 **Quality management system**		Documents (5)
4.1	The organization shall establish, document, implement and maintain a quality management system and maintain its effectiveness in accordance with the requirements of this International Standard.	Documents (4)
4.1.a	Identify the processes needed for the quality management system and their application throughout the organization (see 1 .2),	Documents (23)
4.1.b	determine the sequence and interaction of these processes.	Documents (35)
4.1.c	determine criteria and methods needed to ensure that both the operation and control of these processes are effective,	Documents (33)
4.1.d	ensure the availability of resources and information necessary to support the operation and monitoring of these processes,	Documents (3)
4.1.e	monitor, measure and analyse these processes,	Documents (1)
4.1.f	and implement actions necessary to achieve planned results and maintain the effectiveness of these processes	Documents (1)
4.1.g	These processes shall be managed by the organization in accordance with the requirements of this International Standard.Where an organization chooses to outsource any process that affects product conformity with requirements, the organization shall ensure control over such processes. Control of such outsourced processes shall be identified within the quality management system (see 8.5.1).NOTE Processes needed for the quality management system referred to above should include processes for management activities, provision of resources, product realization and measurement.	Documents (1)
4.2 **Documentation requirements**		Add/Show File(s)
4.2.1	The quality management system documentation shall include	Documents (1)

Viewing File links:

Technical Files,

Each technical file is broken down into sections,

Each file has 2 type of links,

First column Is to add new files to the section / header

Second column Is to generate Issue relating to documents in the section.

Header column is the description of the section.

Fourth column Is for files that Directly relate to the Technical File in question (in this case Tom Thumb files)

Fifth column Is for files that related to technical documentation but are relating to the Overall company,   and are relevant to ALL technical files regardless of type, (e.g. VIAMED ISO 13485 certificate would apply).