

VOP				
Viamed Operating sub Process				
Amending a document				
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Revised:	26 September 2011	Last printed	Page 1 of 1	

ISO 13485 2003 and the other standards are living processes and procedures that change ;

Change can be due to:-

New technology
New procedures reflecting working practices
Changes in the rules
Changes in the law
Non conformances
Customer complaints.

If any changes are required the following procedure must be followed;

Call up the process/Chart/Procedure or document

Print out a hard copy

Highlight and annotate the changes to be made
Initial and date
Submit to a Director.
Where a new process or procedure is to be introduced
Call up VOP99 Master Blank for a process
VM3COP Master Blank for a procedure

Write the new procedure and submit it to a Director

When the new or modified document has been approved.
Include in Intrastats Quality manual and Document Index.

The old document will be archived automatically and will be available for consultation