New project Design File Content

It is important that the original design procedure **VM3COP 16 De**sign be incorporated in its entirety when using Intrastat Projects.
It is recognised that "Goldmine" or its replacement will contain updates and design reviews. These items must be attached to the Instrastat project file or the relevant QC form manually filled in.

Attached is VM3/COP16 design.

The mail points for transition are
QC22 Job description & Specification   section 7.1.2 / 7.4.5
All preliminary notes and sketches should be scanned and added to minutes
Final test criteria for design compliance should be recorded
                                               Section 7.4.7
All aspects of the project should be discussed so that there is no ambiguous or conflicting (with existing products or standards or MDD requirements etc.) requirements. Any found should be recorded or resolved and recorded
QC23 Timescale.   Section 7.2.1
Although not realistic a rough plan of Timescale and resources required needed should be established.
QC25 Progress form   section 7.2.2
Can be totally electronic and be incorporated in the minutes of Project meeting
QC29 Checklist   section 7.2.4
which should be a tick list of the various processes required throughout the design programme
QC24 Design reviews   section 7.5
QC27 Design changes
Design reviews can now be totally electronic but must be available in the project design file for scrutiny
QC27 Purchases   is an internal document to record costs of project
QC26 Project Logs   is an internal document to record costs of project

QC30 Project Validation   section 7.10
The project should be validated and examined for future enhancements.

Throughout the design   section 7.4 design compliance needs to recorded and all diagrams and engineering notes scanned and added to file. These diagrams and notes are needed if for the Technical & CE files as a record of product progress.

Relevant documents can be located in Intrastats ISO Document Index.
Using the Search facility.

However the information is logged ot needs to be readily accessed for annual audits
Audit 03 Design control   & Audit 10 Documentation control

J.S.Lamb
22/05/2007

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