1. The Managing Director is responsible for the control of all company procedures, work and test instructions, forms, manufacturer's manuals and technical data sheets He will ensure that all changed/altered documents are controlled
2. All changes to work instructions, specifications, procedures, forms and record cards can only be authorised with the next higher issue and/or DATE.
3. Electronic copies of these files are available electronically They are read only and must be copied before any amendments are added or subtracted The Managing Director is responsible for updating the amendments
4. All relevant British 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.
5. Standards referred to between updates should be checked for updates.
6. Manufacturer's manuals and Technical data sheets are kept up to date by the Managing Director and filed electronically. Hard copies where available are filed by supplier/model number in the technical library An index of all such information is maintained up to date by the Managing Director and filed with it. Where applicable these manuals are also electronically stored Old versions are not removed. Copies of documents issued to Viamed staff are controlled by the Managing Director and are available electronically. (Where superseded manuals (e.g. model changes) are required for specifying spares, these are identified as such. Technical data sheets are filed filed electronically and by product type in the technical library for use by the office staff against customer enquiries and despatches. They must be checked to ensure they are still valid before dispatch) This section is being replaced with electronic filing and printing. Where manufacturers operationtechnical data sheets are received with the goods, these are packed with the goods on despatch.
7. Updates are acquired by :visits to the supplier
8. Manuals supplied with new products
9. Requests to manufacturers if product changes are noted or reference to manufacturers website
10. 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 Documentation Register,
11. **COMPUTER BACK-UP**
12. A central File Server Intrastats holds a master copy of all the most used files which require shared access. Accounts are held on Opera and Opera procedures should be used
13. A simplified procedure is set out in the Office procedures electronically
14. All centrally held files are backed up routinely and copied to CD ROM/HDD by the IT Director
15. Life of products is controlled by PPQ or equivalent forms and are located in the Customer file and masters are held in the Main Office.
16. Product Life is addressed within CE Files
17. Obsolete documents are held regardless of age in the Archives also electronically
18. The Notified Body should be informed of any significant changes to the Quality Management system
19. The Notified Body should be informed of any significant changes or additions to the CE marked products
20. The CE files are held by the Managing director on Intrastasts and in hard copy in the Technical library. They are backed up on CD ROM /HDD periodically
21. The CE files are available electronically
22. The Design files are held by the Managing director on Hard copy & Intrastats and are backed up on CD ROM

23. The Design files are available electronically