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F-424-004-A Document Revision Checklist

Document Name: _____

Document Number: _____

Revision approved by supervisor and plant quality control Accept previous changes			1				
Changes Update header to current date Date all attachments (new or changes only) Update page numbering Make new changes using revision tool Make new changes using revision tool Run spell check Reprint original (white paper), including all attachments Password protect document Update document information in the master list including date, records, attachments, related documents and references. If form, attachment or reference changes, search master lists for other affected documents and issue a document change request form. New references require number identification. If there are related documents, check to see if review or changes are indicated. a) Determine level of training required with supervisor (NN, RQ, EM) b) Update training summary date of revision and level of training required for the revision c) Check training summary for list of individuals trained on the document document d) For required training send change memo to supervisor listing individuals to be trained e) For employee training Give new original and attachments to supervisor and quality control to sign a) Check distribution summary for listing of controlled copies b) Copy onto controlled paper. c) Remove obsolete master copy and stamp it "Obsolete". Attach change request and file in the "Obsolete" binders. d) File new original in mas		Revision approved by supervisor and plant quality control					
Date all attachments (new or changes only) Date all attachments (new or changes only) Update page numbering Make new changes using revision tool Run spell check Reprint original (white paper), including all attachments Password protect document Password protect document Password protect documents and references. Password protect documents and references. If form, attachments, related documents and references. If form, attachment or reference changes, search master lists for other affected documents and issue a document change request form. New references require number identification. If there are related documents, check to see if review or changes are indicated. a) Determine level of training required with supervisor (NN, RQ, EM) b) Update training summary date of revision and level of training required for the revision c) Check training summary for list of individuals trained on the document d) For required training send memo to supervisor listing individuals to be trained e) For employee training e) For employee training send memo to manager or supervisor in charge of employee training a) Check distribution summary for listing of controlled copies b) Copy onto controlled paper. c) Remove obsolete master copy and stamp it "Obsolete". Attach change request and file in the "Obsolete" binders. d) File new original in master binder e) Distribute controlled copies as indicated by controlled copy list.							
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Make new changes using revision tool Image: space							
Run spell check Reprint original (white paper), including all attachments Password protect document Update document information in the master list including date, records, attachments, related documents and references. If form, attachment or reference changes, search master lists for other affected documents and issue a document change request form. New references require number identification. If there are related documents, check to see if review or changes are indicated. a) Determine level of training required with supervisor (NN, RQ, EM) b) Update training summary date of revision and level of training required for the revision c) Check training summary for list of individuals trained on the document d) For required training send change memo to supervisor listing individuals to be trained e) For employee training Approval Give new original and attachments to supervisor and quality control to sign a) Check distribution summary for listing of controlled copies b) Copy onto controlled paper. c) Remove obsolete master copy and stamp it "Obsolete". Attach change request and file in the "Obsolete" binders. d) File new original in master binder	Changes	Update page numbering					
Reprint original (white paper), including all attachments Password protect document Update document information in the master list including date, records, attachments, related documents and references. If form, attachment or reference changes, search master lists for other affected documents and issue a document change request form. New references require number identification. If there are related documents, check to see if review or changes are indicated. a) Determine level of training required with supervisor (NN, RQ, EM) b) Update training summary date of revision and level of training required for the revision c) Check training summary for list of individuals trained on the document d) For required training send change memo to supervisor listing individuals to be trained e) For employee training send memo to manager or supervisor in charge of employee training d) Give new original and attachments to supervisor and quality control to sign a) Check distribution summary for listing of controlled copies b) Copy onto controlled paper. c) Remove obsolete master copy and stamp it "Obsolete". Attach change request and file in the "Obsolete" binders. d) File new original in master binder e) Distribute controlled copies as indicated by controlled copy list.							
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f) Remove & discard obsolete controlled copies.							
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NN=None Needed RQ=Required EM=Employee Meeting O=Original, no revision yet

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F-500-001-A QMS Measuring, Monitoring and Analysis Table

Process Point	Planned Measurement	Frequency	Performed by	Analyzed by	Analysis Methodology	Documentation	Quality Objectives	Improvement Goals
Customer Request	On time delivery			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
	# of Customer Concessions			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
Planning	Completeness of Planning Tables			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
R&D	# of New products or processes			Management Review			Future goal to be established	
Facility	# of maintenance issues			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
Human Resources	Training effectiveness			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
Equipment	Downtime			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
	Out of calibration equipment			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	

Blue text for recommended updates