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F-424-004-A

Document Revision Checklist

Document Name: _____

Document Number: _____

Changes	Revision approved by supervisor and plant quality control	
	Accept previous changes	
	Update header to current date	
	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	
Master List	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.	
Training	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	
Approval	Give new original and attachments to supervisor and quality control to sign	
Distribution	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.	
	f) Remove & discard obsolete controlled copies.	

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