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Approved By: Mark B. Blumenfeld	

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1. Purpose and Scope

Purpose

This instruction describes how internal quality management system documents are established, distributed, revised, recalled, archived and controlled.

Scope

This instruction addresses the control of internal quality management system documents for our QMS. These documents include:

- Quality Management System Manual
- QMS Procedures
- QMS Instructions
- Other QMS operating documents

QMS Records are controlled according to an additional related procedure.

2. Definitions

No definitions are required for this instruction.

3. Responsibilities

PROD SUP	Production Supervisor
QLTY PLNR	Quality Planner
QUAL INSP	Quality Inspector

4. Authority

No authority are identified for this instruction.



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5. Instructions

1. Establishing QMS Documents

Quality management system (QMS) documentation shall be prepared according to the formats included in our EDMS. Any personnel may draft an QMS document to address a need of the organization.

1.1. Create Draft

A draft of the new or revised document is prepared either in our Powerway authoring tools, another electronic file type or in hard copy. If not in the Powerway format, the document owner either recreates the document in our Powerway authoring tools, registers the electronic draft into our EDMS or provides it to someone who has registration access. The creator ensures the document is legible and dated (including revision dates).

1.1.1. Ensure Key Information Provided

1.1.1.1. Define Owner and FAA

Establishes the documents' owner and a final approval authority for each document.

1.1.1.2. Provide Document Description

Provides a brief, accurate description of the document during the creation process.

1.1.1.3. Establish Review Cycle

A review cycle is established for the document. If it is a record, a record identifier and retention period is established and recorded in the administration area under pools.

1.1.1.4. Record Summary of Revision

When revisions occur, a summary of the changes is recorded and made available to those with access to the document.

1.1.2. Obtain Consensus

1.1.2.1. Route for Comment

The document is then circulated for comment amongst relevant personnel.



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Approval or rejection of all draft QMS documents shall be evidenced within our EDMS by the title or name of the reviewer and date the review was completed in the electronic document workspace.

1.1.2.2. Review Feedback

After comments have been received, reviewed and considered for incorporation, revisions may be made to the original draft. This is at the discretion of the document owner. If major revisions are made to the original, the document owner should consider re-routing the document for additional comments.

1.1.2.3. Route for Approval

Once the comments are addressed, the document is ready to be routed for approval. A record of participant disposition, including the approval or rejection of the document and the date the disposition is provided is maintained. It is automatically entered in the record based on the user name performing the action in our EDMS. This allows verification of the approval process and is available for the life cycle of the document. This information is also available in report form.

2. Document Access and Identification

Documents are accessed at the individual workstations via computer connected to our electronic network. Access to documentation is established during the creation process but can be edited by those granted document configuration rights.

Documents access is provided on an as needed basis. Ensures documents are readily identifiable and included in appropriate electronic binders.

Documents are given a unique title no more than 120 characters in length to facilitate easy identification.

3. Review of Documents

Review of QMS documents shall occur no later than the anniversary of the distribution date. Review cycles for pertinent QMS documents are established at the time of creation based on their importance or critical need. Review may also be conducted at any other time when reason dictates, such as that suggested from audit results, corrective action, or management review.

The review process shall include all affected parties who use the document being reviewed with the documents' final approval authority or owner completing the review log entry.



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4. Revision of Documents

Revision of QMS documents shall be conducted after a determination of need. This may be the result of a normally scheduled review, corrective or preventive action or an opportunity for improvement noted during use. Revisions are made to documents using the processes described in establishing QMS documents.

5. Approval of Documents

QMS draft documents, including drafts of revisions, shall be reviewed and approved by the same participants for each version unless a personnel change has occurred or personnel availability is an issue. In such a case, the route participant can be removed, replaced by a peer with similar responsibility or by a supervisor of the function. A record of participant disposition, including the approval or rejection of the document and the date the disposition is provided is maintained. It is automatically entered in the record based on the user name of our EDMS performing the action. This allows verification of the approval process. This information is also available in report form.

6. Distribution of documents

6.1. Internal Distribution

The QMS documentation shall be distributed via our EDMS. Document access is provided on an as needed basis on a document by document basis. Electronic distribution occurs automatically as soon as the document is released as current and the scheduled release date, if any, has passed. Document collections called binders are available in our EDMS for all pertinent QMS documents.

6.2. External Distribution

When it is necessary to distribute documents outside of the electronic document management system, they are issued and tracked through the EDMS. Information maintained includes to whom the document was issued, issue number if used, number of copies issued and the location for which the distribution was provided.

7. Recall of Documents

Only the current approved version of any document is available in the electronic binders. Should a document need to be pulled from the EDMS, authorized personnel can change the document status to superseded, rescinded or expired to remove the electronic version from use. At this point in the document life cycle, this now obsolete document becomes a record. Records are handled per a related documented



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procedure referenced below. Superseded documents are handled in the same manner.

When hard copy versions need to be recalled, the information tracked in the EDMS facilitates the retrieval of superseded documents when the need arises.

8. Archiving of Documents

When advised to retain a hard copy of obsolete QMS records for legal, knowledge or other purposes, the copy shall be marked "**ARCHIVE COPY**" and shall be archived according to the documented procedure for QMS Records.

6. Policy References

This instruction has no policy references.

7. Procedure References

Document Control - External Documents QSP-4.05.102

Document Control - Internal Documents QSP-4.05.101

8. Instruction References

No instructions are referenced by this instruction.

9. Other Reference Documents

ISO 9001, Quality systems - Quality assurance in design, development, production, installation & servicing, ISO



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10. Records

No records are created by this instruction.

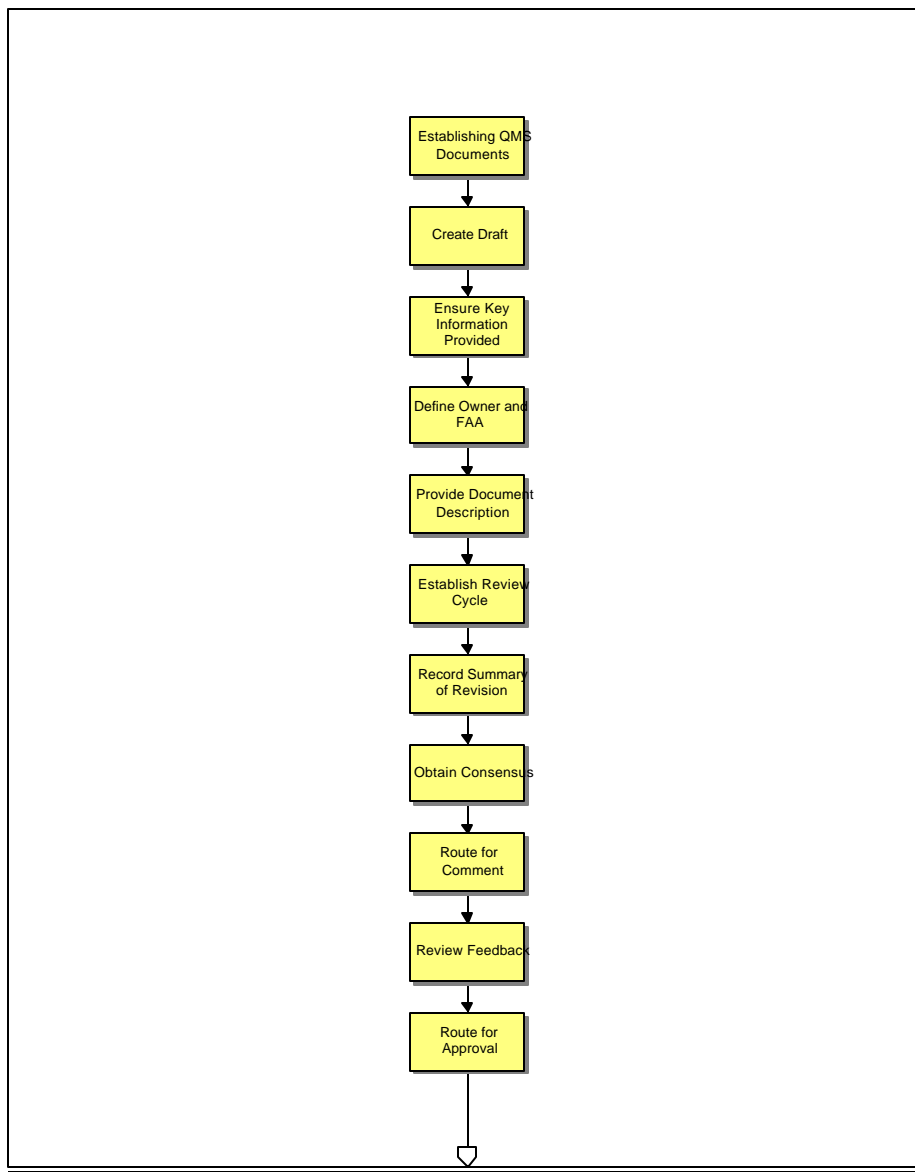
11. Notes



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12. Addendum - Flow Chart





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Addendum - Flow Chart (Continued)

