Sustainable Fibre Alliance

**Document Control Procedure**



Document Reference:

SCS-041-01.0-EN

Approvals

The signatures below certify that this Scheme Certification Manual has been reviewed, approved and demonstrates that the signatories are aware of all the requirements contained herein and are committed to upholding them.

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| --- | --- | --- | --- | --- |
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Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

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| Page No. | Context | Revision | Date |
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# P001 Document Control

## 1. Introduction & Purpose

The purpose of this procedure is to define the activities required to ensure all documents and data are reviewed and approved by authorised personnel prior to issue.

## 2. References

|  |  |
| --- | --- |
| Document Reference | Title & Description |
|  | Internal Management System Manual (IMS) |
| F001-1 | Master Document Index |
| F001-2 | Document Issue Sheet |
| F001-3 | Document Change Request |

## 3. Terms & Definitions

|  |  |
| --- | --- |
| Term | Definition |
| Document | Information and its supporting medium |
| Procedure | Specified way to carry out an activity or a process |
| Record | Document stating results or evidence of activities performed |
| Forms | Documents used for data gathering or to support the implementation of procedures, training, assessment and verification |
| Work Instruction | Local instructions to staff to ensure the requirements of a procedure are met e.g. Process flow chart, step by step instructions etc. |

## 4. Application & Scope

The scope of this process encompasses all documentation utilised by the Sustainable Fibre Alliance (SFA) including documents of an external origin such as customer specifications, standards, etc., that affect the quality of our products and/or services. This procedure works in conjunction with the Control of Records Procedure P002.

## 5. Requirements

This procedure applies to all internal management system documentation and is to be followed by all personnel where appropriate. While the company Directors are responsible for signing all policies and procedures, SFA may have other team members such as the Standards and Compliance Manager or other managers to approve work instructions, etc., which implement the internal procedures.

## 6. Process

### 6.1 General

All documents and data are reviewed and approved by authorised personnel prior to issue. Each department with the SFA issues and maintains its own documents; this applies to operations within the UK and Mongolia. Current revisions of appropriate documents are available at locations where they are used. Documents controlled by this procedure include but are not limited to the following:

1. Specifications and drawings
2. Internal Systems manual
3. Procedures
4. Forms
5. External documents

Controlled documents are identified with a document name and number:

1. Procedures are prefixed P
2. Forms are prefixed with F
3. Work instructions are prefixed with W

### 6.2 Document & Data Identification, Approval and Use

* All documents are identified with a title, revision level and where applicable, a code or part number. Certain work instructions have a revision level. Only original forms, which are stored on file, are identified with the issuing authority. All documents are reviewed and approved (signed and dated) prior to issue
* Prior to issue and release, documents are reviewed for correctness and compliance to IMS requirements. A document is considered to be formally issued when it is authorised and approved by the issuing authority
* Documents that require more than one approval signature indicate how many and which signatures are required for approval and issue
* The Quality Management Representative is responsible for ensuring that the internal management system (IMS) manual is reviewed, approved and distributed as required. Copies of the manual will be serialised and issued on a controlled distribution basis.
* Uncontrolled copies will be marked ‘UNCONTROLLED’ and will be provided for use outside of the company, although a controlled copy can be issued to customers upon customer request
* Customer documents (e.g. standards, specifications, drawings, samples, etc.) and external documents (e.g. changes received from customers) are reviewed by the Standards and Compliance Manager. If any ambiguities or errors are detected, the customer is notified. Only documents approved may be used for production and service operations
* Each department issues and maintains its own documents and produces a master document index (F001-1) of all documents and their current revision. Current revisions of appropriate documents are available at locations where they are used
* Controlled documents are issued to parties out the organisation; in this case, the initiating person identifies its distribution to Document Control who will generate a document issue sheet. (F001-2)

### 6.3 Revising a Controlled Document

* Controlled documents may be temporarily amended by authorised personnel through a red-lining process. This includes hand-written amendments which are initialled and dated by the authorised person. The document is revised and issued in accordance with Section 6.8 of this procedure
* Current revisions of appropriate documents are available at locations where they are used

### 6.4 Obsolete Documents

* Obsolete documents are removed from points of use and may be retained for reference or for legal obligations are marked ‘OBSOLETE’ and kept separate from active documents. Obsolete document documents are stored and retained in accordance the Control of Records Procedure (P002)
* Filing cabinets containing obsolete documents are segregated and labelled ‘OBSOLETE’. Obsolete electronic documents are removed from the network and are stored in media that is accessible upon request.
* Any obsolete documents that need to be reactivated must be reviewed, approved and released in the same manner as newly established documents

### 6.5 External Documents

* The Document Controller periodically verifies the current revision of external documents (e.g. international standards, customer specifications, etc.) and amends the documents and master document index accordingly when new revisions are available.
* Notification of revision changes is given to those departments shown in the distribution list

### 6.6 Uncontrolled Documents

* Copies of documents issued to personnel and outside parties for information only (are not affected by the documents) are stamped ‘UNCONTROLLED’ across the front page. Such documents are not under revision control
* Uncontrolled copies of documents may not be issued to personnel or outside parties who manage, perform, or verify work that is directly affected by the document

### 6.7 Forms & Records

* Master forms are be signed by the initiator and date indicated to evidence their authority. Forms are controlled via their F number and revision status.
* Standard forms, e.g. pre-printed material are listed in the appropriate procedure or work instruction

### 6.8 Document Change Requests

* Changes to a document are requested using the document change request form (F001-3) if a document is found to be deficient. Any employee can request a change to a document but the review and approval must be performed by the same functions that performed the original review and approval