

DRAWING NUMBER 90-2000-4.2.1	REVISION B	TITLE General Documentation Requirements		PAGE 1 of 2
WRITTEN BY: JMC/RLG	DATE: 20 March 2009	APPROVED BY:	DATE: 20 March 2009	
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1.0 Purpose

This procedure describes the requirements for Quality system documents starting with requirements for the documents that make up the Quality Manual and continuing with requirements for all other documents.

2.0 Quality Manual

See also the initial discussion of the Quality Manual in 90-2000-4.1. The Quality Manual is Product Resources' Tier One documentation (once again see 90-2000-4.1 regarding tiers) for the Quality system and includes coverage of the following: a documented Quality Policy; a process for setting and reviewing Quality objectives; the Quality Manual being made available to employees and others; documented processes for how Product Resources meets the ISO 9001 standard and other standards stated in 90-2000-4.1; all other documented process required by Product Resources to effectively plan, operate, and control; and instructions for keeping records. For any of these topics that the Quality Manual does not directly cover, the Quality Manual will contain a reference to the document that covers the topic. These other documents are those discussed in 3.0 below.

Quality Manual documents shall be written to adequately detail all of the required information, steps, input, and output to perform Quality processes. The documents shall indicate the responsibilities for the processes. They shall also establish the keeping of records.

The Quality Assurance Manager shall assign part numbers for Quality Manual documents and has final approval responsibility and authority for Quality Manual documents.

3.0 Additional Procedures, Forms, and Other Documents

See also the initial discussion regarding additional procedures, forms, and other documents in 90-2000-4.1. This is Product Resources' Tier Two documentation (once again see 90-2000-4.1 regarding tiers). It is designed to complement the Quality Manual documentation and to provide for documentation that is product-specific including how to build, test, etc. a product.

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Procedure documents shall adequately detail the steps taken to carry out the procedure, tools or instruments needed to carry out the procedure, and records to be kept.

Forms and other documents shall satisfy their intended purpose.

4.0 Requirements for all Product Resources Documents

All Product Resources documents shall have a part number, revision, and title. Documents, whenever possible, shall have numbered pages including the total number of pages.

Documents once released are controlled, and their revision levels shall be incremented as changes are made. See the Control of Documents procedure 90-2000-4.2.3 for change procedures and all other aspects regarding how documents are controlled.