

DRAWING NUMBER 90-2000-4.2.2	REVISION 1	TITLE Quality Manual Implementation	PAGE 1 of 1
WRITTEN BY: JMC/RLG	DATE: 6/25/15	APPROVED BY:	DATE:
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1.0 Purpose

The purpose of this procedure is to detail the requirements for distributing the Quality Manual.

2.0 Procedure and Responsibilities

Document Control shall be responsible for distributing copies of the Quality Manual. A list shall be maintained electronically of all distributed quality manuals, their location, revision and expiration information. Document Control shall add initial releases of Quality Manual documents to the distributed manuals and shall update the manuals when revisions occur. Document Control shall remove and destroy obsolete documents from the manuals. Holders of Quality Manuals shall be responsible for ensuring that the manuals are available to their departments and are available to Document Control for updates.

In the case that an individual holds multiple positions included in the Distribution List, only one Quality Manual may be provided to that individual.

3.0 Content

The distributed Quality Manual binder shall include the 90-2000-X series of Quality documents, where X matches a section of the ISO 9001 standard. (Note that occasionally X is multiple sections of the ISO 9001 standard that Product Resources has chosen to implement in one document.)

4.0 Distribution

Paper copies of the Quality Manual shall be issued if paper copies are required to make the Quality Manual readily accessible to certain company employees. When issuing paper copies, the Documents in Distribution procedure shall be followed as described in the procedure 90-2000-4.2.3 Control of Documents.

Employees are encouraged to view the Quality Manual online on the company intranet. Document Control shall maintain current copies of the Quality Manual procedures on the company web sites including intranet and extranet.