**FQM LIMITED**

**XX-P-003**

**Control of Documents**

1. **RESPONSIBILITY**

The Managing Director, QHSE Manager, QA Co-ordinator or H&S Advisor shall approve documents required by the QHSE Management System prior to use, document reference, revision and, if required (e.g. procedures), approval will be noted on the document and the document register will be updated as applicable. Where no revision history is stated (e.g. policies) the newest date will supersede any previous versions

Managing Director/

QHSE Manager/

QA Co-ordinator /

H&S Advisor

Where it is deemed necessary to review and update QHSE documents the Managing Director shall ensure that the review and update process is undertaken by a suitably competent person. All changed documents shall be re-approved by Managing Director or appropriate delegate and date inputted to document register

Managing Director

QHSE documents will be available on the shared drive in the Management Systems Folder; accessible via link on the document register to read only versions. Where editable versions (ie word or excel) are required these will be issued by document owner recorded in the document register. Changes to current QHSE Documents will be suggested in writing to the document owner who will review/update documents and distribute as required.

All Staff

Changes to current QHSE documents will be identified in the revision control on the document register and new revision number stated on the document. Revision status will be indicated by a revision status indicator, normally a numeric integer starting at 0, increasing by 1 each time the document is changed. Editable versions will be distributed as per document register. Read only versions will be generated and made available via link on the document register.

QHSE/HR Manager

QA Co-ordinator /

H&S Advisor

The document owner shall ensure that relevant versions of applicable documents are available at the point of use. A record of the title, document reference and revision status will be maintained within the Document Register saved in the Management Systems Folder on the shared drive. Relevant users will be informed of any new or revised documents via email at the time of change.

Where employees have been informed of any changes they must ensure any copies they hold out with the Management Systems folder are destroyed and replaced with the new version. Where hard copy documentation is required by the QHSE Management system Managers will ensure documents remain legible and readily identifiable. This will include any required QHSE records.

All Staff

Documents of external origin e.g. Standards or legislation which are relevant to the QHSE management system will be recorded within the Document Register. Their distribution will be controlled by the Quality Representative who will record this on a transmittal note (XX-F-026) or if electronic on an e-mail distribution list.

Quality Representative

Key QHSE documentation will be in an electronic format and will be updated on the computer network. Obsolete QHSE form templates and old revisions of Manual, Policies & Procedures will be held in an electronic archive folder by document owner indefinitely, these may be transferred to an external hard drive if space becomes limited.

QHSE/HR Manager

QA Co-ordinator(Abdn)/

H&S Advisor (Abdn)