



South East Wales Hang Gliding and Paragliding Club Ltd

Document Title:	Document Control Procedure		
Reference Number:	MP0002	Rev:	1

1 Purpose

The purpose of this procedure is to describe the process of controlling the issue and changes made to documents in the Quality Management System (QMS). Data kept on any electronic media is treated as a document.

2 Scope

This procedure contains the following sections:

- 3.1 Quality system documentation
- 3.2 Document change control
- 3.3 External documents
- 3.4 Computer security
- 3.5 Obsolete documents

3 Procedure

It is the responsibility of the Management Representative (MR) to ensure the appropriate control and issue of QMS documentation. The MR or delegate is responsible for the preparation, review, authorisation, issue and amendment of key QMS documents.

3.1 Management system documentation

A Master Document Index (MDI) is used to identify the latest issue of controlled documents. It is the responsibility of the MR to maintain the MDI and controlled document files.

While a hard copy of the Quality Manual (QM) and associated procedures may be maintained as a reference copy, the master controlled copy resides in soft copy only on the shared G Drive. Only the latest issue of any document is held in the reference or master soft copy files.

Quality Procedures (QPs) are prepared by the MR / process owner and formally approved by the MR - evidenced by signature on the front page of each procedure.

Each quality system document includes title, reference number, issue date and page number.

The MR shall ensure that all released QMS documents are updated in a controlled manner and superseded documents are withdrawn from the master document folder on the system. Document change is carried out in accordance with section 3.2.

The MR maintains the MDI identifying the issue status of procedures and related controlled documents.

3.2 Document change control

All internal documents will be reviewed annually, if no change is required the document will be revised with the keyword no change added to the document revision table. This will be carried out by the MR or deligate.

Upon the need to make an amendment the document is revised accordingly by the MR and the issue level of the document raised to the next sequential number.

Amendments are shown bold and underlined Red to give a visual indication of the amendments from the previous issue. A deleted paragraph is shown as: 5.7 Deleted.



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The document revision table is then completed detailing the date of amendment, the new issue status and brief details of the change, including page and / or section references.

The revised document is then electronically approved by the MR, the obsolete copies withdrawn and replaced by the updated version in the master document folder on the system; the MDI is also electronically updated.

On subsequent updates, the previous amendment is 'accepted' (changed to standard text) so only new amendments are highlighted.

3.3 External Documents

External publications may be documents, BHPA documents etc.

These documents are checked annually via the Internet to ensure the latest version is in use. External documents such as Standards or Codes of Practice are also listed on the MDI where appropriate.

3.4 Computer Security

Key office computer information resides on a shared G Drive.

3.5 Obsolete Documents

Obsolete documents are, depending on type, either retained for the lifetime of the related product / service (taking into account regulatory requirements and record retention periods) or promptly removed from use by the MR and deleted.

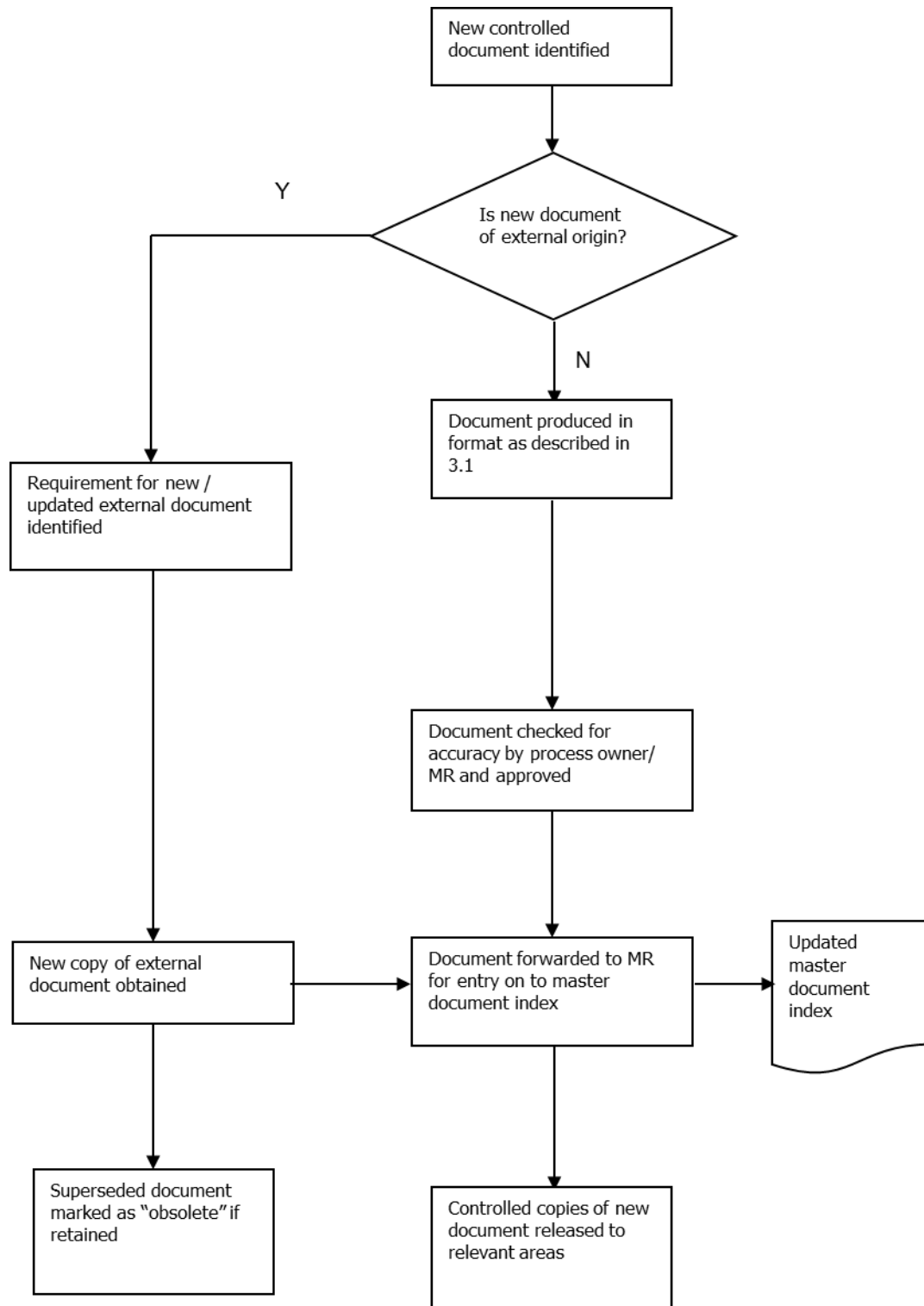
Retained obsolete documents are clearly identified as "obsolete" by electronic storage location / access restriction or physical marking, as appropriate, to prevent inadvertent use.



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Appendix 1 – New and external controlled document flow chart





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Appendix 2 – Document change and obsolescence flow chart

