PURPOSE

 The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for establishment, review, authorization, issue, distribution, and revisions of controlled documents.

 This procedure also instructs how to receive, review, distribute, and implement customer engineering documents and changes.

 There are nine categories of controlled quality and/or environmental system documents to which this procedure applies:

1) Quality Manual;

2) Quality Management Procedures;

3) Work Instructions;

4) Automotive Reference Manuals –AIAG Core Tools;

5) Standards, environmental and other technical reference materials;

6) Drawings, specifications, procedures, forms and other documents defining products;

7) Customer engineering documents/changes and Customer Specific Requirements

8) Production and Control Plans.

9) Environmental documentation

 This procedure concerns all departments at all Windsor Machine sites.

Initiate new document or revise current document

Submit draft to department manager. QA controlled documents are submitted to the QA Manager

Manager reviews draft for: adequacy, correctness and conformity to policies.

Accept

Enter document in departmental master list or log. Check for Title, code/number, date of issue, last revision level and distribution.

Stamp document CONTROLLED COPY in RED and issue document(s) to appropriate departments and/or individuals as specified on distribution list which is electronically controlled.

Print and obtain approval signature(s) or electronic approval by process owner.

**NOTE:** Uncontrolled copies of documents may not be given to personnel or outside parties who manage, perform, or verify work that is directly affected by the document. Documents stamped “Valid only until (date/time)” may be kept on file by the user beyond the date indicated

N

Y

END

Any Employee

Manager

Document

Control

Remove obsolete documents and destroy or label OBSOLETE.

Note: Revisions made by handwritten corrections must be signed and dated by the approving authority. Issuing of revised documents follows the same rules that apply to initial issues. Revision of a document is considered to be formally issued when an authorized approval signature is placed on it.

**Customer Engineering Documents/ Changes**

Engineering documents received (including customer).

Standards, specifications, drawings, samples etc.

Corporate logs documents in Customer Engineering Documents (CED) log

Documents routed to Sales, Engineering and Production for evaluation and feasibility. Review includes changes, identification of changes, correct revision level and approval of customer issuing authority. Review not to exceed 5 business days without customer notification.

Ambiguity or error?

Contact customer and resolve

Corp

Quality

Sales,Eng.Prod

Approve documents and record approval in CED log

**Note:** In some cases it is not suitable to introduce customer documents, especially drawings, on the production floor in their original form. The Quality Manager decides whether or not customer documents should be consolidated and/or reinterpreted. Consolidated and reinterpreted documents are reviewed and approved prior to release, and are otherwise controlled in accordance with this procedure

Distribute documents to points of use and record date of implementation.

Sales,Eng, Prod

Control of Documents in Electronic Media

 All document control policies and procedures apply to documents established, maintained, and distributed in electronic media /computer file.

 Control of Customer Specific Requirements is completed by linkage to the customer webpage. This linkage is reviewed quarterly by the Quality System Coordinator for revision changes by the Customer. A summary of the Customer Specific Requirements is available on the WMG : Intranet.

 Documents that are not properly authorized may not be made available on the general system.

 All documents on the WMG intranet system are identified with a revision level and/or date of issue. Obsolete documents are removed from the general system and are stored on disc, hard copy or in secured directories, and are accessible only by authorized personnel.

 All documents on the system are regularly backed up.

 ASSOCIATED DOCUMENTS

- Quality and Environmental Records PR-QA-004

- Distribution/Control Form for External Documents

- Distribution List Form for Internal Documents