





PSA

**Subject: Document Control Procedure**

## **Document Control Procedure**

Code: QSP-PSA-8.3

February 2019

-Changes in system documentation

Obsolete, disguise documents and distribute updated system documentation.-

Controlling the up-to-date system documentation.

-Document control outside the organization.

This procedure is used to control system documentation and at least applies to the following:

-quality regulations

- Organizational structure and job description

-Procedures

- work instructions

- procedural forms

- External system documentation

-Miscellaneous documents

## **2-Defenitions**

The definitions used in this manual are based on the ISO / ISO 9001 and ISO / IEC 17020 and ISO 17065 standards. Other definitions are as follows:

### **1-2 Document**

A document is called any document that is used as a reference to conduct inspection activities. The desired degree can be in the form of a regulation, procedure, procedure instruction, and other system documentation.

### **2-2 Quality Regulations**

A document in which policies, responsibilities and authorities, executive mechanisms, executive procedures, and operating instructions are defined and function of the organization's system is described.



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**1 Objective and Scope**

The purpose of developing this procedure is ensuring of the formulating, verifying, approving and being accessible of documents and documentations of quality management system regarding the activities affecting the quality of the corporation.

The present procedure is practical in corporation and activities as follow:

How to develop, validate and approve a system document.-

3-2 Procedure

A document that specifies a method for the implementation of the work, including the components of the purpose, scope and application, definitions, documentation, method of execution, annex.

**3- Records**

1-3 Quality Regulations

2-3 ISO /9001

3-3 ISO/ IEC 17020

3-4 17065 Standard

**4-Method**

1-4 Responsibilities

The responsibility for the compilation of review, verification and approval of system documentation is the on the designated persons according to the following table:

approval	Review and verification	Editing	Title of evidence and data
Managing director	Managing director	policy	
Managing director	Managing director	Managing director	Quality Regulations
Managing director	Managing director	Managing director	Organizational Structure
Managing director	Managing director	Management representative	Documents related to management requirements



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Managing director      technical director      Management representative      Documents related to technical requirements

2-4 The responsibility of controlling the system documentation, providing the main list of documents and presenting it, keeping the original copies of documents, and obsolete and collecting old documents are on the management representative

3-4 The way of issuing , verification and approval system documents is in accordance following:

1-3-4- The provider of the document prepares a draft document in accordance with the conditions.

2-3-4 The draftsman will submit a document for examination to a document certifying.

3-3-4 In case of confirmation, the document provider will submit the document to the approver for approval, if the confirmatory does not confirm the proof, the necessary corrections will be made by the provider until the approval of the document.

4-3-4 In case of approval, the provider will provide the staff with a certificate for assigning numbers, typing, obtaining signatures, reproduction and distribution.

5-3-4 The management representative with the procedure of coding the verification and reports of inspecting services with PE-C-15 code, an appropriate code is devoted and it is recorded in the main list of documentation with F-C-01 code a corporation with documentation distribution form with F-C-02 code and then starts to type it.

6-3-4 After typing the documents, the necessary signatures are obtained from the supplier, confirmation and approval on page 1 of the document

7-3-4 Representative shall affix all pages of the document to the green stamp "approved"

8-3-4 The origin copy of the document is kept by the management representative after getting "approved" stamp.

9-3-4 Then he will distribute the document among recipients in accordance with the document distribution form with the F-C-02 code.

10-3-4 All documents and documentations are reviewed periodically (once a year) by the management representative. If necessary, it will be reviewed to ensure continuity, suitability and compliance with applicable requirements. Then, reports related to this topic will be ready for the management review session.

4-4 Changes in system documentation and data and obsolete documents:

Changes in the records and data are done by the same person who have completed the initial confirmation, the steps for applying the change in the document are as follows:

1-4-4 The requesting change, orally, informs the management representative.

2-4-4 The Managing Director at a meeting with the presence of the relevant authorities of the document, including the confirmatory and validity document, examines the application, if the request is confirmed, the person responsible for the change has been identified and announced to him, otherwise, the failure to approve the request



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Will be notified to the requestor.

3-4-4 The moderator shall make the necessary changes in accordance with the request for the modification and content of the documentary execution procedure.

4-4-4 Other steps are made in accordance with paragraphs 3.5.1-4.3.3 with the exception that when distributing the document, the management representative collects the original manuscripts in accordance with the distribution form of the documentations from all the utilization centers, all previous versions have been dismantled and only the previous original version after sealing red stamp of "revoked" on all pages are kept by the management representative in the outdated documents file, and the document changes recorded on the cover page with FC-03 code by the management representative.

5-4-4 If the necessity of maintaining an obsolete document is felt in part, it must be sealed with a red stamp "revoked" and stored in a place other than the place where the credentials are kept, in such a way as to ensure that it is not used illegally. . The deadline for the maintenance of obsolete documents has been determined in the procedure of controlling technical records and data with the P-C-03 code.

6-4-4 All obscene documents held for legal purposes or for the purpose of maintaining knowledge are marked with a "revoked" stamp in red.

5-4 Documents outside the organization:

The purpose of outside documents is to include all the standards of the organization's input, instructions, maps and catalogs, etc. which the corporation has not played a role in their development.

In order to control these documents, the representative of the management manages to register these documents in the main list of documents with the F-C-01 code and after sealing the green stamp of "approved" on the whole are delivered to managing director as a copy and it is kept.

And will be used in Form F-C-02. The representative of the management is responsible for controlling, distributing and updating these documents in the organization. For this reason, in the six-month period, it is attempting to review the standards and documents of the organization in terms of the evolution of the documents.

6-4 The management representative has a copy of all computer files of documents and documentations, and if you review them in accordance with the relevant computer address on the cover page, it will update the file and a BACK UP version of its files stored as a CD.

**5- annex**

1-5 Main menu document with F- C-01 code

2-5 Documentation Distribution Form with F- C-02 Code

3-5 suggestion form for providing and changing the documentations with F-C-03 code.