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Document Title: Certification Changes Procedure QSP7.10

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Version number	Description of changes	Date of Approval
#1	First edit	April

Subject: Document Control Procedure

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This procedure is used to Certification Changes 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.

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.-

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3-2 Procedure

after receive request from client or ASO , Program Manager will review change requests in accordance with the appropriate procedures and Standards. TM with the appropriate technical expertise and scheme owners work instructions will evaluate all applicable documents detailing the changes and make a recommendation to the Program Manager for additional testing (if required) and approval. Documented rationale shall be provided for approval of changes and entered into the product document report. For scope extensions, official certification review and decision is required by the Certification Committee.

3- Records

1-3 Quality Regulations

2-3 ISO /9001

3-4 17065 Standard

4- Form &Method of ASO s

1, suggestion form for changing the certifications with code:

2.ASC work instructions with code:

3.MSC work instructions with code: