

Purpose

The purpose of this procedure is to ensure that only current revisions of documents and data are available for reference and they are suitably authorised and referenced.

The procedure will address:

1. How documents are identified;
2. Authority to approve and issue documents;
3. Issue of new revisions;
4. Recalling obsolete documents;
5. Holistic management of the Business Management system.

Scope

This procedure applies to the controlled documents (including data) in the Business Management system, and relates to:

1. Business Systems Manual
2. Quality, Health & Safety and Environment Policies
3. Standard Operating Procedures (OP...)
4. Standard Working Instructions (WI...)
5. Standard Forms (Form...)
6. Quality Plans (QP...)
7. International & Local Standards
8. Government Regulations
9. Equipment Operating Manuals
10. Design Drawings; layout plans; and manufacturing drawings.
11. Customer Information

Health & Safety

- Any staff entering a Working environment to assess working practises for changes/alterations to procedures must always inform the supervisor of their presence, and ensure that it is safe to enter the work area.
- Any staff entering different processes or production areas must ensure that the correct PPE/RPE is worn and they are familiar with all COSHH assessments and risk assessments for those areas.

Responsibilities

Position	Responsibility
Head of Business	Issuing Documentation
Heads of Department	Updating their documents with new issues Storage or destruction of obsolete documents Dissemination of 'Quality System Changes' to their staff.

Overview

All copies of the Business Systems Manual, procedures, working instructions and related documentation are controlled by the Business Leader and responsibilities for the updating of documents is delegated to the relevant departmental heads (or nominated deputies), following the general process outlined on page 2.

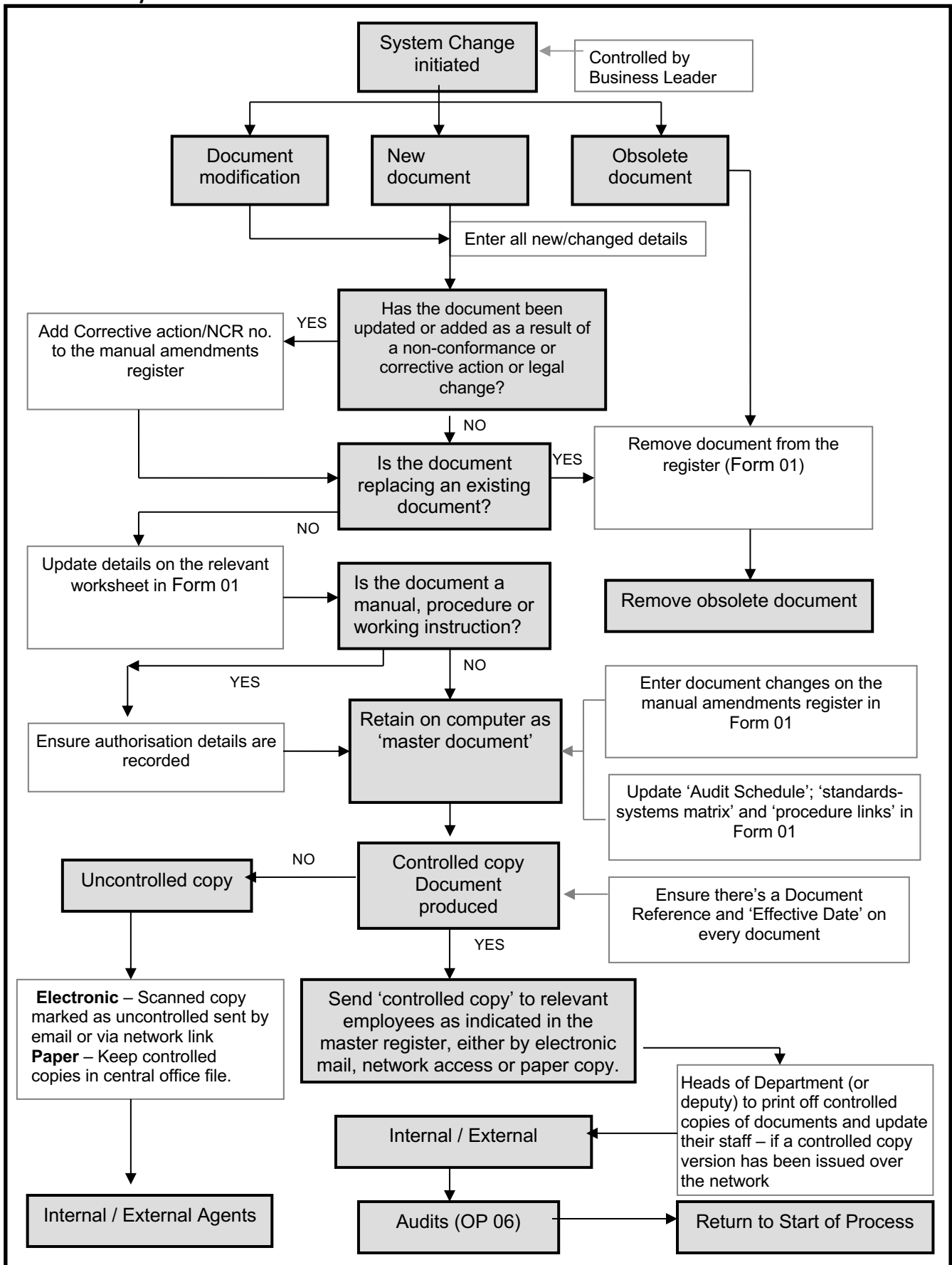
Environmental Issues

Ensure that used paper is recycled; paper documents are kept to a minimum, and that new paper is sourced from either recycled paper or sustainable forests.

Records

Form 01 Document Control Register

Process Summary



External Reference document controls

Eg. Legislation, ACOPs, Standards, etc...

FENIX subscribes to the Croner-I information service to notify, on a weekly basis, changes to relevant legislation, and HSE guidance or Approved Codes of Practise.

These changes are notified via email newsletter and checked off by our Business Leader to ensure weekly receipts are obtained

Any relevant legislation can also be accessed via this website, but any legislation or codes of practise essential to the business will be ordered if not available via the website.