

- to prevent the unintended use of obsolete documents, and to apply appropriate identification to them if your company retains them for any purpose.

Modification tips:

- If your company has an assigned person that is somehow responsible for document control, or if your company limits the establishment of documentation to a certain individual or group of people, provide this information under 2.4.
- If your company uses a software solution to control documents, you will need to make extensive changes to this procedure to provide instructions on how to use the software solution.
- If your company uses a numbering scheme for documents, include this information in “When you write a document...”; make necessary adjustments in the illustration.
- If your company uses a numbering scheme for revisions, include this information in “When you make changes...”; make necessary adjustments in the illustration.
- If you have a computerized approval process, you will need to include this information in “If somebody else needs to sign off...”; make necessary adjustments in the illustration.
- Modify “When you make the document available to users...” depending on your computer system (if any) that you use to store documents and make them available to users; make necessary adjustments in the illustration.
- Make any other modifications depending on your company’s processes.

Step 5: Remove this Chapter 0 “Introduction” and then right-click the Table of Contents to automatically update it.

Step 6: Solicit approval from senior management and document the approval in “Approval”.

**Congratulations! You just completed your own Quality Procedure!**

Note 1: This document is compatible with Microsoft Word 97 and newer. Please contact Customer Service if you have an older version of Word.

Note 2: This product is protected by international copyright laws – even if you remove the copyright notice in the footer and on the title page. Please refer to the Copyright Information in the Terms & Conditions of our website (you agreed to these Terms & Conditions during the purchasing process).