CONTROL OF REVISIONS
Revision 00 –20VV/03/01 – Initial Emission
Revision 01 – 20XX/06/01 – Overall revision to update the content

1. Objective

This procedure establishes the criteria for control of documents and records of the Management System.

2. Responsibilities

Quality Manager

3. Basic Structure of the Documentation

Procedures should be developed according the structure of this procedure with content, titles and similar formats. Procedures should be written in simple wording, objective and easy to understand.
Work Instructions can also be used to define the details of how work is performed.
The formatting of the document should have a header giving document name, title, identification code, revision and the review date. The functions responsible for preparing and approving the document should be displayed in the header.
The documents are electronic files to be saved in the database using the document code as defined in Matrix of Documents, to allow easy access and traceability. The back-up with recording of the data should be saved in two different locations, being a full recording in own internal server and another, also complete, in the external intranet provider.

4. Approval, Revision and Cancellation of Documents

É de responsabilidade da Gestão da Qualidade a aprovação e reaprovação dos documentos, sendo a elaboração pela área interessada no documento. Cabe a direção a aprovação da Política e do Manual da Qualidade.
Sempre que houver necessidade, e se aplicável, os documentos podem ser revisados e ou cancelados. Cabe à Gestão da Qualidade o controle das revisões e cancelamentos bem como a atualização da Matriz de Documentos.
It is the responsibility of the Quality Manager to approve and re-approve documents. The preparation of the documents is the responsibility of the area interested in the document. It is the responsibility of the Managing Director to approve of the Management Policy and Management System Manual.
Whenever necessary, and if applicable, the documents can be revised or canceled. It is the responsibility of the Quality Manager to control the revisions and cancellations of documents as well as updating the Matrix of Documents.
The revised document must be re-approved by the same functions as originally issued. In order to ensure correct information in the revisions. Earlier versions of the revised documents should be maintained and the revision control shall indicate the date and nature of the revision conducted.
After its approval, the revised document must be distributed and obsolete copies should be collected and destroyed.
Canceled documents should be transferred to an electronic folder without access of employees and clearly identified as containing only obsolete documents. This folder should be under the control of the Quality Manager.

5. Distribution and Release of Documents

When there are paper copies of the documents, they must be stamped as "uncontrolled copy". The Quality Manager is responsible for the release of the paper copies.
After the Quality Manager electronically distribute the new documents, users are trained and training records must be registered through the F04 form. Responsibility for training in the activities is the

sector to which the document belongs, which must register the training in the proper form, which has to be transferred to the HR Department to be filled.

6. Control of External Documents, Forms and Records

All documents of the Management System, including those of external origin, are listed in the Matrix of Documents F01, which is controlled by the Quality Manager.

The forms used by the Management System are also controlled by the Quality Manager and are identified in the Matrix of Documents F01. The forms are formatted with identification code and revision control.

The records are legible and properly stored, preventing damage, deterioration and loss. Records are usually electronic and controlled by each specific area where they are generated, as indicated in the form F02. The Quality Manager is responsible for keeping up to date the records listed in the Matrix of Records F02.