1.0 Purpose

To Provide a Documented Procedure that Defines the Controls Needed to Approve, Review, Change, Re Approve, Identify, Distribute, Maintain and Disposition both Internal and External Documents.

2.0 Scope

All Quality Management System (QMS) related Documents Created or Handled by Fastener Depot, Inc. (FDI.)

3.0 References

- Quality System Policy (Quality Manual Addendum)
- Documented FDI Procedure SOP 7.5.2
- Documented FDI Procedure SOP 9.2
- Documented FDI Procedure SOP 9.3
- All Documents Affecting & Internally Affected by the FDI QMS.

4.0 Requirements

4.1 External Documents

4.1.1 Typical External Documents may include:

- Regulatory Standards & Regulations, such as “TSO”, “PMA”, “OSHA”, and
- Industry Standards for Materials & Processes, such as “AS” & “ANSI”, and
- Industry Standards for Parts, such as “AN”, “MS”, “NAS”, & “NASM”, and
- Customer Drawings, Blueprints, and
- Manufacturer Sales Drawings, Catalogs, etc.

4.1.2 Customers, End Users, External Provider, Regulatory Body or Industry Associations, Authors typically Retain and Maintain Custody of External Documents.

4.1.2 External Custodians are responsible for Approval, Review, Change and Identification (including specific requirements for control, where applicable) of documents, as applicable, ensuring their legible & controlled distribution to FDI.

4.1.2.1 Clarification of requirements is achieved through authoritative or other appropriate sources when external documents contain illegible information, information needed to ensure that requirements are met. These clarifications are appropriately identified and traceable to the source of clarification and personnel assigning clarification. Care is taken to protect external documents from damage.

4.1.4 Regulatory or customer requirements for control and Distribution of external documents are complied with, as applicable.

4.1.5 FDI maintains a subscription service to ensure update of AN, AND, MS, NAS and NASM standards. Previous revisions are replaced by FDI with new revisions where appropriate and in a timely manner

4.1.6 FDI ensures that appropriate versions of external documents are used within associated processes of the QMS. Specified revision and configuration requirements are flowed down from Regulatory bodies, customer RFQ and Orders, through the FDI QMS, through the External Provider base to manufacturing.

4.1.7 FDI takes precautions in handling and storing external documents to ensure they remain legible and identifiable.

4.1.8 Unless otherwise specified, FDI receives and ships product manufactured to the latest blueprint revision on file at time of FDI acceptance of customer order. If a requirement specifies a later or earlier revision of blueprint than that which is on file at FDI, the required blueprint is attained by FDI if acceptance of the order is considered. If the order is accepted, the required revision of the blueprint is used in all applicable aspects of the QMS in satisfying the requirements.

4.2 Internal Documents

4.2.1 Typical Internal documents include:

- FDI Quality System Policies
- FDI QMS Standard Operating Procedures (SOP)
- FDI QMS Standard Work Instructions (SWI)
- FDI Quality System Forms
- FDI Job Descriptions

4.2.2 The President of FDI is responsible for the Approval, Re Approval and Update of all Internal Documents.

4.2.3 To ensure continuing suitability of Internal Documents and the documented QMS:

- Internal Audits are utilized to identify those documents which remain suitable, and therefore do not require Re approval.
- Internal Audits are also used to identify those documents which may require change or Re approval.

4.2.4 Approved changes may be made to the FDI documented QMS as a result of Internal Audit Results and Reporting. Records are maintained to identify changes to affected documents.

4.2.5 Minutes of Management Review describe changes made to the documented QMS as a result of Internal Audit Results or other identification of need or desire.

4.2.6 To ensure legibility of internal documents, the following requirements apply:

- Corrections or clarifications to documents that are used to ensure that requirements are met are neatly documented and traceable to the individual providing the correction or clarification
- Originals and copies of internal documents are reviewed by personnel making the copies, prior to copy, use or distribution, to ensure legibility and completeness.
- Care is taken to protect internal documents from damage.

4.3 All Documents

4.3.1 FDI defines and considers an “Obsolete Document” as a document that is ”no longer in use” consistent with ISO 9001, ISO 9004 & SAE AS9100 Section & Webster’s Dictionary.

At FDI, this type of document would likely be manifested in:

- An Externally Controlled Document identified by its Recognized Custodian as “Obsolete” (such as drawings & specifications)
- An Internal form, Procedure, or other Internal QMS documentation that has been revised or cancelled (Exceptions include previous issues of these documents that are “in use” for the purposes of control, investigation or improvement).
- A record that has exceeded retention period Requirement(s), and is no longer “in use” (Record retention requirements included in FDI Documented Procedure SOP 7.5.2 are considered “minimal” requirements).

4.3.2 All hard copy Documents classified as “Obsolete” IAW with criteria noted above will be identified (marked) conspicuously and positively as follows by the General Manager:

- “Obsolete – See General Manager for Authorization to use”
- Printed Name, Initials or signature of the General Manager, and the date that the document has been considered “Obsolete”

4.3.3 All Electronic Documents classified as “Obsolete” IAW with criteria noted above will be identified as follows:

- “Obsolete – See General Manager for Authorization to use”
- Printed Name, Initials or signature of the General Manager, and the date that the document has been considered “Obsolete”

4.3.3.1 This identification of “Obsolete” electronic documents may be accomplished and demonstrated through records directly and positively traceable to the Electronic documents being classified as “Obsolete”.

NOTE 1: It is important to recognize that FDI routinely accepts customer Requirements that require products or services that are not produced, certified or presented as meeting the most currently available issues or revisions of drawings, specifications, or other requirements.

NOTE 2: When a document is identified with “Obsolete – See General Manager for Authorization to use”, all FDI personnel are required to obtain written approval of the FDI General Manager prior to use.

5.0 Records

51 Records of document issue can be verified in Drafts and Revision records related to Forms, procedures and policies, Contracts, shipping documents, Purchase Orders, and other Purchasing information.

5.2 Records of changes to Internal documents are maintained, identifiable to the affected documents and personnel assigned authority for their change.

5.3 Records are maintained in accordance with SOP 7.5.2