

# Document Revision Procedure

## 1. PURPOSE

This procedure sets forth the method of proposing and issuing revisions to controlled documents.

## 2. SCOPE

This procedure applies to major revisions made to controlled documents by any employee of the Equipment Manufacturing Center.

## 3. RESPONSIBILITIES

The originator of the revision is responsible for:

- Determining whether the change constitutes a major revision or a minor change. (See section 5.1)
- Completing the *Revision Approval* form for major revision
- Sending the *Revision Approval* along with document to the Document Administrator

## 4. PROCEDURE

- 4.1 Consult with the signing manager(s) for the document type as to whether the change is considered a major revision or minor change. If not really a revision, use the *Updates* form and refer to *Updates Form Instructions* (Doc. #QAL-16-0166-XX, most recent revision). One major change or ten minor changes constitute a revision.
- 4.2 Complete the *Revision Approval* form (Doc. #QAL-16-0165-XX) and refer to corresponding instructions.
- 4.3 Furnish the Document Administrator with the completed *Revision Approval* form and the document (with pen-and-ink changes, initialed by the person making the changes). At this point, the document will be:
  - Assigned a new document number. (Only the last two digits, representing the revision number, will be changed. Revision numbers move up by whole numbers only—there are no decimal places in these revision numbers.)
  - Electronically re-formatted to include changes
  - Logged into the control system
  - Added to *UNCONTROLLED* binders and *CONTROLLED* files
  - Disbursed to the designated distribution

Refer to *Authority Levels, Specification* (Doc. #ADM-20-0206-XX, most recent revision) to determine which manager(s) have signing authority for the document type. The document type is indicated by the first three digits of the document number. Refer to *Document Types—Three Digits* within the *Document Control Numbering System* spreadsheet (Doc. #QAL-16-0211-XX) if it is unclear what the type is.

## 5. RELATED DOCUMENTATION

*Revision Approval Form and Instructions*, QAL-16-0165-XX (most recent revision)

*Updates Form and Instructions*, Doc. #QAL-16-0166-XX

*Document Control*, Doc. #SOP-16-0161-XX

*Authority Levels*, Doc. #ADM-20-0206-XX