

New Document Approval

DOCUMENT TITLE: _____
(Tentative)

TENTATIVE DOCUMENT #: _____

| PROPOSED BINDER DISTRIBUTION: | |
|-------------------------------|--|
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| | |
| | |

ORIGINATOR: _____

REVIEWED BY: _____ DATE: _____
 (per Doc. #XXX, _____ DATE: _____
 e.g. Doc. Type) _____ DATE: _____

Forward this form, along with the hard copy and electronic draft of the new document, to the Document Administrator.

| TO BE COMPLETED BY DOCUMENT ADMINISTRATOR | |
|--|-------------|
| REVIEWED BY DOC. ADMINISTRATOR: _____ | DATE: _____ |
| FINAL TITLE: _____ | |
| FINAL DOC. #: _____ | |
| DATE COMPLETED: _____ | |
| DOC ADM. SIGNATURE: _____ | |

New Document Approval Instructions

1. PURPOSE

This form is used to gain proper approval for newly-created, controlled documents in order to achieve and exceed quality assurance goals.

2. SCOPE

This form is to be used within the Equipment Manufacturing Center of Air Liquide Electronics.

3. RESPONSIBILITIES

The originator of any new document must complete this form and obtain signatures from all necessary authority levels, then forward it, along with the final draft, to the Document Administrator for numbering, formatting, record keeping and distribution.

4. INSTRUCTIONS (Explanations for *select* entries)

4.1 TENTATIVE DOCUMENT TITLE

Tentative not for content, but possible re-ordering by the Document Administrator to conform with other documents within the same category.

Example:

M-105 Purge Procedure may change to: *Purge Procedure, M-105*
as all purge procedures appear this way.

4.2 TENTATIVE DOCUMENT NUMBER

Upon contacting the manager for that document type, you will know the document type and sub-category. Contact the Document Administrator and the two of you will then set up the first five digits and last two digits (representing the revision number). At this point, your document number will look similar to this:

Example:

WIN-22-XXXX-00 DRAFT (Literally add the X's)

4.3 DISTRIBUTION

Propose a distribution of uncontrolled document binders with help from the manager(s) who have signing authority for this document type.

4.5 REVIEWED BY

Obtain signatures from all required managers as listed under *Authority Levels* (Doc. #ADM-20-0206-XX, most recent revision).

4.6 STOP at this point, and forward the form along with the draft of your new document to the Document Administrator, who will verify that all appropriate signatures are included, then assign a full document number and final title. Finally, the Document Administrator will follow remaining control functions listed in *Creating a New Document* (Doc. #SOP-16-0162-XX, most recent revision) before distributing the new document.

5. RELATED DOCUMENTATION

Creating a New Document, Doc. #SOP-16-0162-XX (most recent revision)

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

Document Control Number System spreadsheet, Doc. #QAL-16-0211-XX

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

Refer to *Document Control Numbering System Instructions* (Doc. #SOP-16-0151-XX, most recent revision). Within the *Document Control Numbering System* spreadsheet (Doc. #QAL-16-0211-XX), refer to *Document Types—Three Digits* and *Document Subtypes—Two Digits*.