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## Document Control

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### 1.0 Purpose

- 1.1 This document describes the method used for the control of LGL's Quality Management System and to ensure that all documents such as procedures, instructions, and standard forms are maintained to current issue, and issued to relevant staff.

### 2.0 Introduction

- 2.1 The **Quality Manager** and **Administrative Support Manager** are responsible for ensuring that this procedure is maintained and implemented for the whole of LGL.
- 2.2 All personnel upon receipt of controlled documents shall ensure that they are in possession of, and adhering to, the current issue of documents unless there is a specific needs to use a superseded version.
- 2.3 Suppliers' technical literature is not considered as controlled documentation.
- 2.4 The following types of documents are subject to control:
- Quality Manual
  - Quality system procedures, work instructions and standard forms
  - Contract documents
- 2.5 Any obsolete documents retained for legal and/or knowledge presentation purposes are to be crossed off or stamped "OBSOLETE DOCUMENT" on the front page, in order to prevent the inadvertent use.

### 3.0 Process Input Requirement

- 3.1 All controlled documents should be approved before issue.

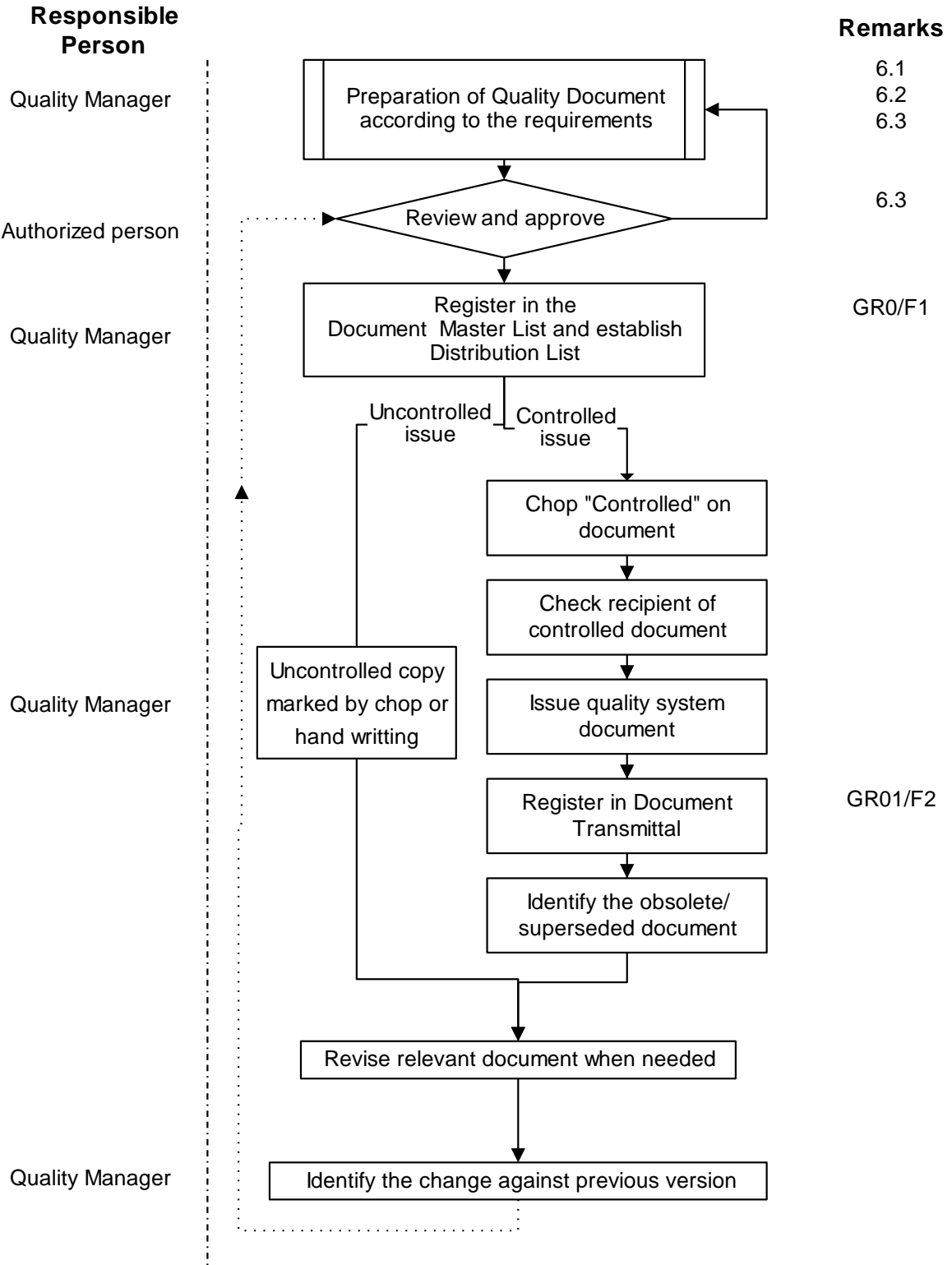
### 4.0 Relevant document

AP-GR02 Computer Data Control  
AP-GR03 Control of Quality Records

**Document Control**

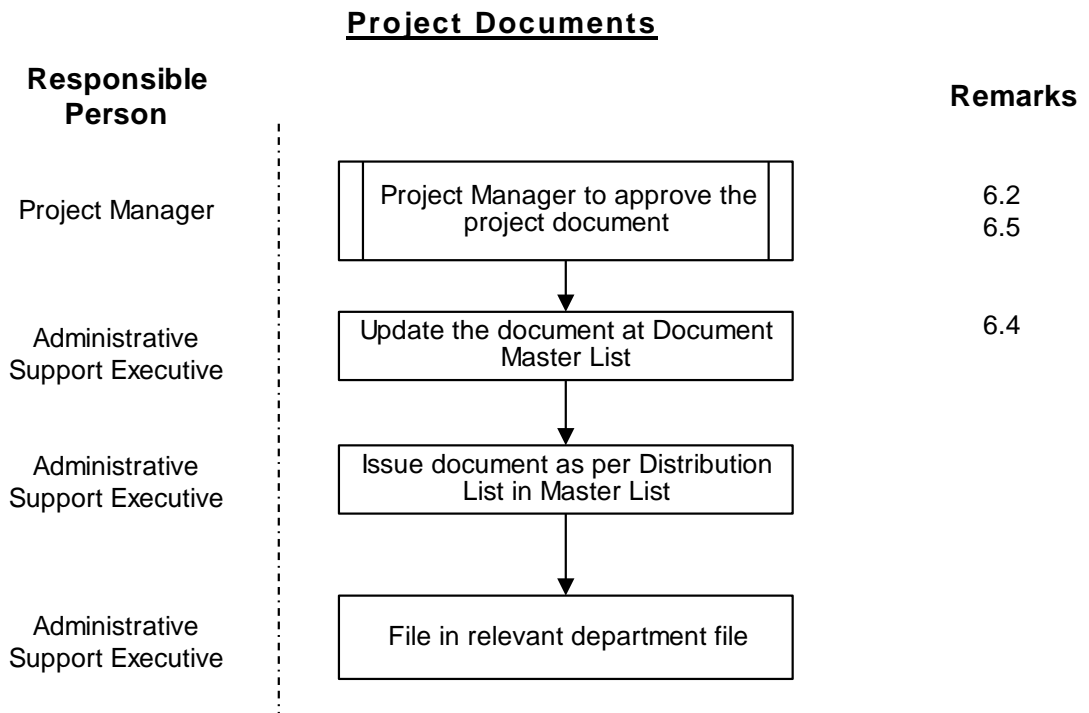
**5.0 Procedure (Flowchart)**

**Quality Documents**



**Document Control**

**5.0 Procedure (Flowchart)**



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## Document Control

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**6.0 Remarks**

## 6.1 Format for Procedure:

- 1.0 Purpose
- 2.0 Introduction
- 3.0 Process Input Requirement
- 4.0 Relevant Documents
- 5.0 Procedure (Flowchart)
- 6.0 Remarks
- 7.0 Record
- 8.0 Appendix (where appropriate)

## 6.2 Other documents shall address :

- Document title
- Revision (when appropriate)
- Approval and Date

## 6.3 Authority for approval :

<b>Document</b>	<b>Reviewed by</b>	<b>Approved by</b>	<b>Approval Location</b>	<b>Master Control</b>
Quality Manual	Quality Manager	General Manager	Cover	--
Administrative Procedures	Quality Manager	General Manager	In document	Master List of Documents
Work Procedure	Quality Manager	General Manager	In document	--
Forms	Quality Manager	General Manager	Master List of Standard Forms	Master copy

## 6.4 Master Document List should include document title, document version and when appropriate distribution list.

## 6.5 Project documents include programme chart, organization chart and layout plan.

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**7.0 Record**

<b>Record</b>	<b>Form No.</b>	<b>Responsible person</b>	<b>Minimum Retention Period</b>	<b>Filing Index</b>
Master List of Documents	GR01/F1	Responsible staff for issue	Most updated version	By date
Quality Document Transmittal	GR01/F2	Responsible staff	3 years	
Master List of Standard Forms	GR01/F3	Responsible staff for issue	Most updated version	