Control of Documents Procedure

Start

2. Attach a copy of the new document to the TS-0020.
3. Attach a sheet outlining who is responsible, what accesses are required and the storage for the new document.
4. Document Change Request form is sent to the shop supervisor for review.
5. The Shop Supervisor will then send the Document Change Request to the Document Control Coordinator.

Document Approved

Yes

- Document added to the Master List.
- New Document released for use

No

End