

# QUALITY MANUAL

## QM 3-1

### MANUAL ADMINISTRATION

#### REVIEW

The manual is reviewed during the Management Review ref: - P 5-6 to reaffirm its adequacy to conform to the current requirements of the Company and BS EN ISO 2001:2000

#### ISSUE STATUS

The issue status of each document in the Manual consists of a letter and a number. The letter indicates the Issue of the Manual. The Number indicates the Revision of the document within that issue. The date of the last entries in the revision List (QM 9) also helps to determine the exact issue status.

#### REVISION

Revisions to the Manual are made to ensure that the current requirements and practices are documented. All revisions are authorised by the Managing Director. Only complete documents are changed whether they consist of only one page or more than one page in length. Details of the changes made are documented in the Revision List, QM 9. The General Manager is responsible for this function.

#### RE-ISSUE

The Manual will only be re-issued when a considerable number of changes are made at one time or when the changes made become unwieldy. At this time, the Issue Letter on all documents within the Manual is changed as above and the number reverts to 1.

#### DISTRIBUTION

Any changed pages will be circulated by the General Manager who brings the changes to the attention of the other Manual Holders. Ref. QM 3-2

#### RECORD

All issues and re-issues of relevant documents are recorded on form F034 completed copies of which are retained by the General Manager.

QM 3-1

APPROVED

ORIGINATOR

DATE

ISSUE **C2**