

# DOCUMENT CONTROL SOP FOR MACHINES

SOP. NO	WRITTEN BY	DATE:
10	Carrie Anne Richardson	August 21, 2029

<b>PURPOSE:</b>	The purpose of this SOP is to establish a consistent and controlled method for documenting changes made to machines.
<b>SCOPE:</b>	This SOP applies to all machines in the facility.
<b>RESPONSIBILITY:</b>	The person responsible for this SOP is the Quality Manager.
<b>PROCEDURE:</b>	<ol style="list-style-type: none"> <li>1. When a change is made to a machine, the machine's documentation (schematic, drawing, PLC program, etc.) must be updated to reflect any revisions and changes.</li> <li>2. The person responsible for making the change must update the documentation and submit the summary to the Quality Manager for review and approval.</li> <li>3. The Quality Manager will review the documentation and, if necessary, make changes. Once the documentation has been approved, it will be filed in the machine's file.</li> <li>4. Any changes made to the machine without prior approval from the Quality Manager may result in disciplinary action.</li> </ol>

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