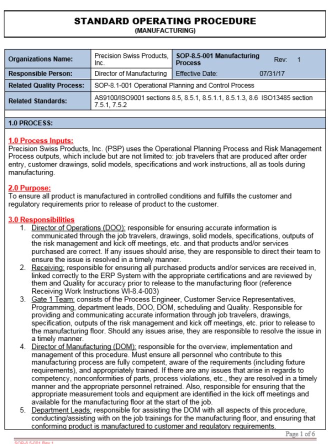
5 DIFFERENT DOCUMENT TYPES AT PSP

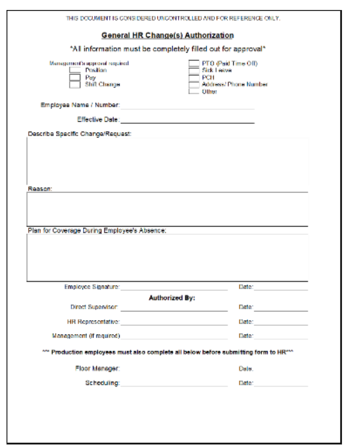
CONTROLLED:

These provide instructions for an activity in relation to a specific requirement of the QMS. These can include Standard Operating Procedures (SOPs), Work Instructions (WI) and Documents with valuable information (DOC).


STANDARD OPERATING PROCEDURE
(MANUFACTURING)

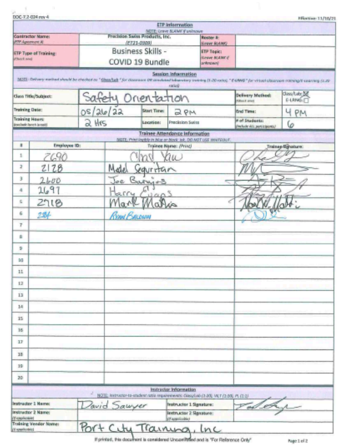
UNCONTROLLED:

These are considered "For Reference Only". Uncontrolled documents do not provide instructions or evidence for activities in relation to a specific requirement of the QMS.


General HR Change(s) Authorization

RECORDS:

Records provide evidence of conformity and performed activity in relation to the QMS. PSP maintains three different groups of records: Internal QMS records, Customer records, Supplier records



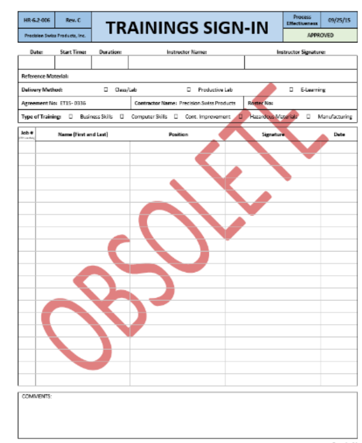
EXTERNAL ORIGIN:

These documents include but are not limited to: Regulatory standards applicable to the QMS, Customer contracts, Specifications, Controlled files provided by an external source such as machine manuals/instructions.


AEROSPACE STANDARD

OBSOLETE:

Documents that are no longer in use. Considered "obsolete" or a "down revision". All physical copies of the document shall be removed, electronic copies shall be moved from its original folder and placed in the obsolete/down revision folder.


TRAININGS SIGN-IN