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## INSERT YOUR COMPANY LOGO/NAME HERE

You can search and replace "Your Company" with your own company name.

WI-750-001-A

Document Numbering

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### 1.0 Purpose/Scope

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- 1.1 This instruction describes the numbering system used to identify and control the documented information required for the QMS at [Your Company](#).
- 1.2 The instruction applies to all documented information essential to the product or service and to the procedures essential to the operation of [Your Company](#).

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### 2.0 Responsibilities and Authorities

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- 2.1 The [Quality team leader / Management representative](#) has the responsibility and approval authority for this instruction. **Blue text throughout the manual highlight areas for customization**
- 2.2 [The document control coordinator](#) is responsible for assigning numbers, maintaining the master list, making new and revised documents available, distributing hard copies of documents and revising documents.

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### 3.0 References and Definitions

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- 3.1 Reference: P-750 Control of documented information is the upward procedure that this work instruction is controlled by.
- 3.2 Definitions.
- **Attachment:** Document used to further clarify or show examples of information described in the manual, procedures, and work instructions.
  - **Form:** Pre-formatted document used to make a record.
  - **Procedure:** Document outlining the controlled conditions for processes used to provide products or services.
  - **Process Flow Diagram:** Graphical representation of the key steps required for a process.
  - **Record:** Documented information generated as a result of the process intended to provide a product or service and retained to provide evidence of conformity.
  - **Reference:** External document or sources used in preparing documentation and completing work.
  - **Related Document:** Other document that reflects the process approach for the QMS and that may need to be altered if the current document is revised or changed.
  - **Template:** Formatted document used as a guide to create forms or procedures required by the quality management system.
  - **Work Instruction:** A document which provides step-by-step directions on

how a task should be done.

## 4.0 Resources

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4.1 None, (unless an electronic document control system is used).

## 5.0 Instructions

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5.1 Document numbering. Procedures, work instructions, forms and attachments are numbered using the numbering scheme outlined in this instruction.

5.1.1 A prefix represents the type of document.

- A = Attachment
- F = Form
- P = Procedure
- T = Template
- FD = Flow Diagram
- QM = Quality Manual
- WI = Work Instruction

5.1.2 The prefix is followed by a 3-digit number, assigned by the [document control group](#), and relates to the requirement clause of the standard.

5.1.3 Procedures are assigned a number associated with the clause number.

Example:

The procedure for control of documented information relates to clause 7.5 of the standard and is assigned number P-750.

5.1.4 Work Instructions have the same three-digit number as their associated procedure and an additional three-digit sequential number as needed.

Example:

This work instruction WI-750-001 is the first instruction related to control of documented information.

**Related documents are referenced.**

[WI-750-002](#) might be the work instruction for maintaining the master list of document numbers, the next work instruction related to procedure P-750.

5.1.5 Forms and attachments have the same three-digit number as their associated procedure and an additional three-digit sequential number as needed.

Example:

F-750-001 (list of documented information) is the first form for the Control of documented information procedure P-750.

- 5.1.6 Revisions to the manual, procedures, instructions, forms, and attachments are indicated by a letter following the document number.

Examples:

The first issue of the Quality manual is identified as QM-016-A and subsequent revisions are indicated with the letter B, C, etc.

Following the initial release, a first revision to procedure P-750 is identified as P-750-B

The blank form F-750-002 (Records documentation matrix) is revised to F-750-002-A.

## **6.0 Forms and Documented Information**

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### 6.1 Forms and Templates

- 6.1.1 F-750-001 List of documented information
- 6.1.2 F-750-002 Records documentation matrix
- 6.1.3 T-001 Procedure-P Template
- 6.1.4 T-002 Work Instruction-WI Template
- 6.1.5 T-003 Form / Attachment Template
- 6.1.6 P-750 Control of documented information

## **7.0 Opportunities and Risks**

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- 7.1 None.

## **8.0 Revision History**

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Rev	Date	Section	Paragraph	Summary of change	Authorized by
A				Initial issue	