



MCA-QP4230

**Previously MCA-P5.1
Revision I
27 January 2003**

**Maintenance Center, Albany
Marine Corps Logistics Base, Albany, GA 31704-0325**

MCA QUALITY PROCEDURE

CODE 881

CONTROL OF DOCUMENTS

SIGNATURE/APPROVAL

The signature and date below indicates approval of this procedure for implementation at the Maintenance Center, Albany.

(Signature on File)

S. H. FOREMAN
Commander, Maintenance Center, Albany

27 January 2003

DATE

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Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF DOCUMENTS	MCA-QP4230	Revision: I
	Date: 27 January 2003	Page 2 of 13

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		7 Dec 98	
Revision	A	8 Feb 00	Revised in order to comply with DCMC Pre-Qualification Audit
Revision	B	5 Jun 00	Chgs due to Management Working Group
Revision	C	27 Oct 00	Renumber paragraphs and add paragraph 4.1.4
Revision	D	28 Nov 00	a) 4.1.3, Addressed ISO Document Library Web Site Process (Noncompliance Report # AMC-005); b) 4.1.1, Identified Management Level at Which Various Types of Documents are Approved (Noncompliance Report #OBVS-004.). c) Changed Section 9 to 8, misnumbered.; d) Updated Flow Chart, Appendix C
Revision	E	03 Apr 01	Page 4, para 4.1.1.d added Managers, Supervisors, Leadermen, and Program Managers. Page 9 1.a. (1) deleted last sentence.
Revision	F	26 Feb 02	Transition from ISO 9002:1994 to 9001:2000
Revision	G	21 Oct 02	Revised entire Procedure
Revision	H	17 Dec 02	Added Note to paragraph 4.1.4 and revised form MCA-QP4230.FM1C.
Revision	I	27 Jan 03	Revised paragraphs 4.1.4 and 4.1.5. Changed serial number to identification number

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF DOCUMENTS	MCA-QP4230	Revision: I
	Date: 27 January 2003	Page 3 of 13

CONTROL OF DOCUMENTS

1. SCOPE

1.1 Scope. This Maintenance Center, Albany (MCA) Quality Procedure (MQP) is established for the control of all documents required by the MCA's quality management system.

1.2 Purpose. To establish a method for the control of all documents, to include production affiliated and test related software and applications, which relate to the MCA's quality management system and customer requirements. Also, to establish a method to ensure that evaluation as to need, effect, cost, and process improvement is given to any proposed change to approved documents. This procedure applies to all documents developed for the fabrication, assembly, and integration of products produced by the MCA.

1.3 Applicability. This MQP applies to all MCA organizational elements involved with the use of documents required by the quality management system.

2. REFERENCE DOCUMENTS.

QM1000	Maintenance Centers Quality Manual
MCA-QP4240	Control of Records
MCA-QI4230-BN4000	Control of Documents and Quality Records

See MCA ISO WEB Page for Applicable Documents.

3. DEFINITIONS.

See MCA-QP5500 Appendix A for definitions.

4. PROCEDURE. The Quality Department, through the central library/repository located in Configuration/Data Management (C/DM), accomplishes the control and centralization of documents. C/DM shall issue and retain all technical data to include TMs, drawings, TIs, MIs, ECPs, etc. All changes shall be submitted and distributed through this office, as well as all documents for archiving being retained by this office.

The following actions shall be taken by the designated actionee.

NOTE: Action may (and usually will) affect multiple areas not listed herein; however, the listed Actionee is the primary.

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF DOCUMENTS	MCA-QP4230	Revision: I
	Date: 27 January 2003	Page 4 of 13

4.1 Document Review, Approval and Issue.

<u>Actionee</u>	<u>Action</u>
All Departments	<p>4.1.1 The review and approval authority for documents, prior to issue, relative to the quality management system are as follows:</p> <ul style="list-style-type: none"> a. Level I - Quality Manual - Commanding General MarCorLogBases b. Level II - Quality Procedures - MCA Commander c. Level III - Quality Instructions - Department Managers d. Forms - Office of Primary Responsibility (Managers, Supervisors, Leadermen, and Program Managers) <p>The parties listed above are responsible for verifying that these documents are adequate, legible, easily identified, and current.</p>
Quality Department	<p>4.1.2 All approved documents relative to the quality management system shall be submitted to, controlled, and issued by C/DM. A list, in the form of a matrix developed by Program Management, identifying the current revision status of approved documents shall be maintained by C/DM. This list shall be made readily available, via the MCA's ISO web page, to preclude the use of invalid and/or obsolete documents. The C/DM Support Request Form, Form Number MCA-QP4230.FM1, shall be utilized for the submission of documents to C/DM. This form and its instructions are located on the MCA's ISO web page under the Forms section, as well as provided as Appendix A.</p> <p>All Departments shall utilize the services of C/DM for the acquisition of all publications. All request for C/DM support, not requiring the use of form MCA-QP4230.FM1, should be submitted through the C/DM e-mail helpdesk: <u>SMB MC3 TECH DATA HD MB</u>.</p>
Production Management	<p>4.1.3 Information required to ensure that changes and the current revision status of documents are identified to C/DM shall be the responsibility of Program Management Branch. All modifications to the matrix shall be made by C/DM at the direction of Program Management Branch. Program Management Branch shall provide written authorization for modifications to the matrix. Configuration forms shall be used for notification of new/modified documents generated within the MCA; e-mail notifications shall be used for documents maintained by outside agencies.</p>
Quality Department	<p>4.1.4 Approved documents utilized in the execution of fabrication, assembly, and integration processes within the MCA shall be controlled and released by C/DM for usage via electronic dissemination when feasible or hard copy where essential. Hard copy releases of approved documents, with the exception of drawings, shall be tracked by C/DM and shall be identifiable by a stamp indicating "RELEASED FROM CONFIGURATION" with the date of release, the initials of the C/DM individual who issued the documents, and the identification number assigned to the document. Drawings shall be released</p>

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF DOCUMENTS	MCA-QP4230	Revision: I
	Date: 27 January 2003	Page 5 of 13

by C/DM bearing the stamp “**DESTROY DRAWING WHEN JON IS CLOSED JON(s) _____**”. Drawings that can no longer be obtained and/or drawings that require excessive lengths of time to acquire shall be stamped “**RETURN TO C/DM**” and “**RELEASE FROM C/DM**”. C/DM will retain such drawings for future use. The holding shop shall not dispose of any drawing so marked; the shop supervisor shall be responsible for the return of such drawings. The only other approved documents shall be located on the MCA’s intranet containing the ISO Document Library. The master electronic files of these documents shall be maintained by C/DM. These documents shall be identified with the following statement as a footer: **CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.**

Only documents so identified shall be authorized for fabrication, assembly, and integration processes.

Note: Documents released by C/DM that are not authorized for fabrication, assembly and integration processes shall be clearly marked “NOT FOR USE IN PRODUCTION”.

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| Quality Department | 4.1.5 | A documented process is maintained by the Quality Department (MCA-QI4230-BN4000) which provides detailed instructions for the method of furnishing documents to all locations where operations essential to the effective functioning of the quality management system are performed. This process includes the method for the distribution of changes to documents, as well as the removal of invalid/obsolete documents, from all points of issue or use. The process identifies a means of disposition of invalid/obsolete documents. Any obsolete documents retained in C/DM for legal and/or knowledge preservation purposes shall be identified by being stamped ‘ FOR REFERENCE ONLY ’. |
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4.2 Document Changes.

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| All Personnel | 4.2.1 | Any individual who perceives a change is required to any approved document generated within the MCA shall initiate a form number MCA-QP4230.FM2 Configuration Status Change Form. Appendix B provides a copy of this form and the necessary instructions for submission. This form and its instructions are also located on the MCA’s ISO web page under the Forms section. |
| Quality Department | 4.2.2 | All Configuration Status Change Forms shall be submitted to C/DM. C/DM shall assign a control number for tracking purposes, catalog for status accounting, and forward to the department which initially generated, reviewed and approved the original document. |
| All Departments | 4.2.3 | The originating department shall evaluate the proposed change for its need, effect, cost, and process improvement. The evaluation shall include input from all areas within MCA which may be affected should the proposed change be approved. Unless otherwise specified, response time should not exceed 30 days. |
| All Departments | 4.2.4 | Once the change has been approved/disapproved, the Configuration Status |

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF DOCUMENTS	MCA-QP4230	Revision: I
	Date: 27 January 2003	Page 6 of 13

Change Form and associated documents shall be resubmitted to C/DM. C/DM shall provide notification of an approval/disapproval to the initiator of the change form. C/DM shall also provide dissemination of all revised, approved documentation to the production floor as required.

4.3 Control of Documents of External Origin.

4.3.1 Technical Publications.

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| All Departments | 4.3.1.1 | Marine Corps technical publications, e.g., technical manuals, modification instructions, technical instructions, etc., whose maintenance falls to the administration of other facilities of the Marine Corps Logistics Base (MCLB), Albany, shall be administered in-house by MCA-QI4230-BN4001. This quality instruction provides for the acquisition, cataloging, maintaining, and distributing functions of technical publications within the MCA. The maintenance of these publications, which encompasses the inclusion of approved modifications, is the responsibility of the Life Cycle Management Center (LCMC), Materiel Support Division, Logistics Data Maintenance/Technical Publications Branch. |
| Quality Department | 4.3.1.2 | Published changes to technical publications resident in the MCA being utilized on in-process jobs and received by C/DM shall be forwarded to Program Management for evaluation. |
| Production Management Department | 4.3.1.3 | Program Management Branch shall evaluate the changes as to their impact on current repair and/or rebuild work requirements. |
| Quality Department | 4.3.1.4 | Upon receipt of written notification, C/DM shall issue technical publication changes in accordance with Program Management's direction. A list of all approved publications located in the MCA shall be maintained by C/DM. |
| All Departments | 4.3.1.5 | Vendor/Commercial technical publications shall also be managed in accordance with MCA-QP4230-BN4001. Maintenance of these publications is the responsibility of the vendor; however, control within the MCA will follow the previously stated procedures in paragraphs 4.1.4 and 4.3.1.1 through 4.3.1.4 preceding. |

4.3.2 Engineering Drawings.

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| All Departments | 4.3.2.1 | Maintenance and change control for Marine Corps' engineering drawings are the responsibility of the Supply Chain Management Center (SCMC). However, the control of drawings within the MCA shall follow paragraphs 4.1.4 and MCA-QI4230-BN4000. |
| All Departments | 4.3.2.2 | Vendor/Commercial engineering drawings required in the accomplishment of the many functions associated with the quality management system within the MCA shall be submitted to and maintained by C/DM. The procedures outlined in paragraphs 4.1.3., 4.1.4, and MCA-QI4230-BN4000 shall be adhered to. |

4.4 Change Control. Change control for product and/or product processes will be as follows:

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF DOCUMENTS	MCA-QP4230	Revision: I
	Date: 27 January 2003	Page 7 of 13

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| Quality Department | 4.4.1 | <p>All incoming changes will be submitted to the C/DM Office. Any changes to product and/or product process to governing documents, i.e., TMs, QIs, Quality Procedures, etc., that are received by C/DM will be evaluated to determine if they are administrative or technical.</p> <p style="margin-left: 40px;">a. Administrative Instructions. Those directives or documents that do not affect product characteristics or work processes. This includes, but is not limited to:</p> <ul style="list-style-type: none"> (1) Marine Corps Orders. (2) Base Orders. (3) Supply Instructions. (4) Policy Statements. <p style="margin-left: 40px;">b. Technical. Those documents that will change or alter a product's characteristics or the work process involved in repair and/or remanufacturing. This includes, but is not limited to:</p> <ul style="list-style-type: none"> (1) Technical Manuals. (2) Commercial Equipment Manuals. (3) Technical Instructions. (4) Modification Instructions. (5) Engineering Changes. (6) Quality Instructions. (7) Process Standards. (8) Engineering Drawings. (9) Statements of Work. <p>All technical document changes shall first be routed from C/DM to the Program Management Branch.</p> |
| Production Management Department | 4.4.2 | <p>Program Management Branch shall review all changes to determine the applicability and/or non-applicability of the change to in-process jobs and/or pending jobs.</p> |
| Production Management Department | 4.4.3 | <p>Program Management Branch shall provide written guidance to C/DM as to the handling/applicability of the change.</p> |
| Quality Department | 4.4.4 | <p>Disseminate all changes with the guidance provided by Program Management</p> |

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF DOCUMENTS	MCA-QP4230	Revision: I
	Date: 27 January 2003	Page 8 of 13

to the respective areas/Departments.

5. NOTES. None.

6. DATA, FORMS AND REPORTS.

6.1 Configuration/Data Management Support Request Form shall be used for the submission of documentation requiring control, as well as for any request for configuration support and shall be controlled by C/DM.

6.2 Configuration Status Change Form shall be used for any request for configuration changes and shall be controlled by the C/DM.

7. QUALITY RECORDS. All records associated with document control shall be maintained in accordance with MCA-QI4230-BN4000 and disposal in accordance with MCA-QP4240, Control of Records.

7.1 C/DM Support Request Forms

7.2 Configuration Status Change Forms

8. APPENDICIES.

8.1 Configuration/Data Management Support Request Form (MCA-QP4230.FM1) – Appendix A

8.2 Configuration Status Change Form (MCA-QP4230.FM2) – Appendix B

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF DOCUMENTS	MCA-QP4230	Revision: I
	Date: 27 January 2003	Page 9 of 13

Document Control Number _____		
CONFIGURATION/DATA MANAGEMENT SUPPORT REQUEST		
PART I		
SUBMISSION OF DOCUMENT(S)/DATA AND ASSIGNMENT OF CONTROL/TRACKING NUMBERS		
(1) Approval Signature:		(2) Initiated By:
(3) JON(s)/TAM(s)/Start Date(s):		(4) End Item:
(5) CWC & Dept:	(6) Request Date:	(7) Submission Date:
(8)		
<u>Document(s)/Data</u>		<u>Control/Tracking Number(s)</u>
1. _____	A. _____	
2. _____	B. _____	
3. _____	C. _____	
4. _____	D. _____	
5. _____	E. _____	
(9) Remarks (e.g., who may access data):		
(10) Retention Period:	(11) C/DM Initials:	(12) Date Completed:
Part II		
CHECKING OUT/IN OF CONTROLLED DOCUMENT(S) AND DATA		
(13) Documents and/or Data Needed:		
(14) Estimated Return Date :		(15) Date Checked Out:
(16) Reason for Obtaining Documents and/or Data:		
(17) Date Documents and/or Data Returned:		(18) C/DM Initials:

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF DOCUMENTS	MCA-QP4230	Revision: I
	Date: 27 January 2003	Page 10 of 13

**Configuration/Data Management Support
Request Form Instructions**

1. The following instructions shall be followed when requesting control/tracking numbers for documents or data, when submitting approved documents or data to C/DM for control purposes, or when removal of controlled material(s) which can not be duplicated is required:

a. Part I

(1) **Block 1:** Shall contain the signature of the individual(s) who has the authority to submit approved documents and data to C/DM.

(2) **Block 2:** Shall contain the signature of the individual who initiated the form and is seeking support of C/DM.

(3) **Block 3:** Shall contain the JON(s), the TAM(s) associated with the JON and the Start Date(s) of the JON(s) for which submitted, approved documents and data apply and shall be annotated by the initiator of the form. **If additional space is required, utilize Block 9.**

(4) **Block 4:** Shall contain the end item for which the JON(s) from Block 3 applies and shall be annotated by the initiator of the form.

(5) **Block 5:** Shall identify the CWC and the Department of the initiator submitting the form and its associated data and shall be annotated by the initiator.

(6) **Block 6:** Shall contain the date the initiator generated the form and shall be annotated by the initiator of the form.

(7) **Block 7:** Shall be annotated by C/DM to indicate the date the form is received.

(8) **Block 8:** Shall be annotated by the initiator, in the Document(s)/Data portion of this block, with materials submitted; C/DM shall denote control/tracking numbers assigned to materials submitted.

(9) **Block 9:** Shall denote who, e.g., individuals, CWCs, departments, etc., shall be granted access to data submitted and shall be utilized to provide any special or extenuating information relative to the data. This block shall also be used to indicate type and version of software application(s) used to generate electronic data. Individual initiating the form and/or the individual approving the submission of associated data shall provide this information.

(10) **Block 10** Shall contain the length of time data is to be retained beyond what established regulations state for various types of documentation. Individual initiating the form and/or the individual approving the submission of associated data shall provide this information

(11) **Block 11:** Shall be used by C/DM to provide the initials of the C/DM personnel who processes the form and associated data.

(12) **Block 12:** Shall be used by C/DM to indicate the date the support request is completed.

b. Part II

*** Note: Blocks 1 -7, Part I, shall be annotated when using Part II.**

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF DOCUMENTS	MCA-QP4230	Revision: I
	Date: 27 January 2003	Page 11 of 13

(13) **Block 13:** Shall contain the nomenclatures of document (s) and/or data initiator is requesting to remove from C/DM. Only items which can not be replicated shall be allowed to be withdrawn from C/DM and then only when approval is given and responsibility for data is taken by the individual indicated in Block 1.

(14) **Block 14:** Shall be annotated by the initiator and contain the estimated return date of the data being released.

(15) **Block 15:** Shall indicate the date the data is checked out and shall be annotated by C/DM personnel.

(16) **Block 16:** Shall provide initiator's justification for removal of data from C/DM.

(17) **Block 17:** Shall contain the date data is returned and shall be annotated by C/DM personnel.

(18) **Block 18:** Shall be initialed by C/DM personnel accepting data back into the C/DM.

2. This record shall become a permanent document within C/DM and shall help comprise the documentation package of its associated project.

3. All blocks shall be properly annotated (no block shall be left blank) for the form to be considered acceptable.

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF DOCUMENTS	MCA-QP4230	Revision: I
	Date: 27 January 2003	Page 13 of 13

Configuration Status Change Form Instructions

1. The Document Control Number shall be assigned by C/DM who shall catalog and forward the form to OPR.
2. The first section, annotated as requiring the individual requesting change to fill out, shall be done as follows:
 - a. The blocks NAME, DATE, DEPARTMENT/CWC, and EXT. are self-explanatory.
 - b. NATURE OF CHANGE block shall be utilized to provide a detailed description of proposed change identifying the document requiring change completely. A copy of the document or other relative data may be attached for clarity.
 - c. REASON FOR RECOMMENDATION block shall contain detailed justification for the requirement of the proposed change.
3. The originating department shall either approve, reject, or request additional information with the approving official signing and dating. If approved, approving official is indicating with his/her signature that proposed changes shall be incorporated. If rejected, C/DM shall notify originator. If additional information is requested, initiator will provide.
4. Completed form shall be returned to C/DM for processing who will sign and date when closing out the process.