4.3 Document Control

NOTE: *The forms that involve performing a task or forms that contain instructions should be considered here. If the form is used as a data collection device you do not need to include it and is not subject to document control .*

4.3.1 Documents required by the management system are managed per the documentation management procedure *(name procedure here)*. Records are a special type of document and are managed per the records procedure *(name procedure here)*.

NOTE: *The word "software" in this section refers to the software and firmware required to operate equipment as well as analysis of data or performance of testing.*

4.3.2 The documentation management procedure is established to define the means needed to:

- Approve documents for adequacy prior to issue
- Review and update as necessary and re-approve documents
- Ensure that changes and the current revision status of documents are identified
- Ensure relevant versions of applicable documents are available at points of use
- Ensure that documents remain legible and readily identifiable
- Ensure that documents of external origin are identified and their distribution managed using the documentation master list, and
- Prevent the unintended use of obsolete documents and to apply suitable identification to them if they are retained for any purpose

a sample from section 4.3 (only 4.4.1)

4.4 Review of requests, tenders and contracts

NOTE: *Many people as the difference between tender and contract. Keep in mind a "contract" is the legal bind between the lab and the lab's customer. The tender is usually the proposal the lab gives to the client which could include, pricing, scheduling, scope of work clarifications, etc.*

4.4.1 ABC Company has established and maintains procedures for the review of requests,