Purpose

This Guide provides instruction for the control of the quality system documentation of the Ionizing Radiation Division (IRD).

Scope

The documents covered in this Guide include IRD-QM-II, IRD Guides, and IRD Procedures. These documents will be issued as Controlled Documents unless otherwise marked.

This Guide does not cover other documents that form part of the IRD quality system including, but not limited to NIST-QM-I, regulations, standards, other normative documents, calibration charts, drawings, software, specifications, instructions, and manuals. Instructions for addressing these items can be found in the NIST-QM-I, IRD-QM-II, or specific IRD Procedures.

Protocol

General

The Quality Manager will maintain a master list identifying the current version status of documents.

All quality system documentation shall be uniquely identified. This includes the date of issue and/or version number, page numbering, and total number of pages.

Distribution

The Quality Manager shall retain the master files for all IRD Quality System documents.

All quality system documents covered by this Guide shall be reviewed and approved for use by authorized personnel prior to issue. Authorized editions of appropriate documents shall be available to all personnel involved in calibration and testing work.

The official versions of the IRD-QM-II, and its Guides, Procedures, forms and supporting documents, are maintained by the IRD Quality Manager. The controlled versions of these quality documents are stored as portable document format (PDF) electronic files on the NIST servers and disseminated through the external website by a hypertext link on the IRD home page {http://www.physics.nist.gov/Divisions/Div846/QualMan/index.html}. Printed versions or electronic versions residing elsewhere (*i.e.*, other physical locations or storage media) are uncontrolled.

Revision of documents

Quality system documents shall be reviewed at least every two years (see Guide IRD-G-01). The Quality Manager shall track all revisions. The master copy of the revised page or document will be placed in the Deleted Documents file. The revision shall be placed as a controlled document in the IRD Quality System website.

Changes to documents shall be retained and tracked during the revision process.

Uncontrolled copies are not required to be updated when revisions are produced.

Acceptance Criteria

N/A

Records

Master list of controlled documents
Deleted Documents file
IRD Quality System website

Filing and Retention

The master list of controlled documents is available on the IRD Quality System website and shall be retained only until the next list is prepared.

All deleted documents (including old revisions) shall be placed in the Deleted Documents file. The Quality Manager shall maintain this file. All old revisions shall be maintained until such time as it is decided to delete the Guide or Procedure altogether. Once the decision has been made to delete the Guide or Procedure, only the last revision shall be maintained in the Deleted Documents file.