Purpose

This Guide provides instructions for the control of the quality management system documentation for the Radiation Physics Division (RPD).

Scope

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

This Guide does not cover other documents that form part of the RPD quality management 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, RPD-QM-II, or specific RPD Procedures.

Protocol

General

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

All quality management 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 RPD 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 RPD-QM-II and its Guides, Procedures, forms, and supporting documents are maintained by the RPD Quality Manager. The files are stored at the following location: L:\internal\ridshare\QUALITY\QUALITY\Division682. 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 RPD home page {http://www.nist.gov/pml/div682/qualitysystem.cfm}. The Quality Manager provides the final PDF versions of quality documents to the PML web page

manager to post on the RPD quality site. The document revision list associated with that site is updated with each addition. Printed or electronic versions residing elsewhere (*i.e.*, other physical locations or storage media) are uncontrolled.

Revision of documents

Quality management system documents shall be reviewed as specified in Guide RPD-G-01. The Quality Manager shall track all revisions. The master copy of the revised page or document will be placed in the specific Previous Versions-Archive Folders. The revision shall be placed as a controlled document on the RPD Quality Management System website.
Changes to documents shall be retained and tracked during the revision process. Uncontrolled copies do not need to be updated when revisions are made.

Acceptance Criteria

N/A

Records

Master list of controlled documents
QM-II, Guides and Procedures, Previous Versions-Archive Folders
RPD Quality Management System folder
L:\682\internal\ridshare\QUALITY\QUALITY
PML website https://www.nist.gov/pml/radiation-physics/quality-system-services

Filing and Retention

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

The official versions of the RPD-QM-II and its Guides, Procedures, forms, and supporting documents are maintained by the RPD Quality Manager. The controlled versions of these quality documents are stored as portable document format (PDF) electronic files located on the NIST servers and disseminated through the external website via a hypertext link on the RPD home page {http://www.nist.gov/pml/div682/qualitysystem.cfm}. Printed or electronic versions residing elsewhere (i.e., other physical locations or storage media) are uncontrolled.

All deleted QMII, Guides, and Procedures (including old revisions) shall be placed in their respective Previous Versions-Archive Folders. The Quality Manager shall maintain these folders. All old revisions shall be maintained until 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 its respective Previous Versions-Archive Folders.