

# Sticky Bubble Gum

<b>Qty</b>	<b>Sticky Bubble Gum Documents and Records</b>	<b># of Pages</b>
1	Quality Manual .....	10
1	Internal Audit Master Schedule .....	1
1	P-4.2-009 Control of Documents Procedure.....	2
1	Master Document List .....	1
1	P-5.0-002 Management Responsibility Procedure.....	3
1	SBG Organizational Chart .....	1
2	Management Review Minutes.....	2
1	P-7.2-005 Customer Related Processes Procedure.....	2
4	Quotes with Client PO's.....	8
1	P-7.4-004 Purchasing Procedure.....	2
1	F-7.4-005 Approved Vendor List Form.....	1
7	SBG PO's to SBG Vendors .....	7
3	F-7.4-003 Subcontractor Problem Log Form.....	3
1	Product Flow Chart.....	1
1	750-W-30 Bulk Gum Batching Work Instructions.....	2
1	750-W-140 Texturizing Work Instructions.....	2
1	P-8.3-003 Control of Nonconforming Product Procedure.....	1
1	P-8.5-001 Corrective Action Procedure.....	2
1	F-8.5-002 Corrective Action Log Form.....	1
11	F-8.5-001 Corrective Action Request (CAR) Form.....	11
2	F-852-001-A Corrective/Preventive Action Request (CPAR) Form...	4



## **Introduction**

Sticky Bubble Gum is a company committed to providing the best quality bubble gum in the world today. We strive to keep the quality of our product high by using quality ingredients, stringent quality control, and highly trained bubble gum makers.

From our facility in the center of Minnesota, we are able to serve the bubble gum market through the expertise of our developers, producers, and distributors. We provide the quality of taste and bubble demanded by today's discerning consumers.

Approved: \_\_\_\_\_  
Ryan Smith, President



## **Section 4.2 Documentation requirements**

The documentation of the quality management systems includes our quality policy, quality objectives, a quality manual, procedures required by this standard, and other documents needed by the organization to ensure the effective planning, operation and control of the processes. Quality records will be maintained as objective evidence of the effective operation of the system.

The quality manual includes the scope of the quality management system, any exclusions, reference documented procedures required to operate the quality system, and a description of the interaction between the processes of the quality management system.

Documents required by the quality management system are controlled. Procedure P 4.2 defined how the requirements of this standard are met, including review and approval prior to issue, proper distribution and control of obsolete documents.

Records are established and maintained to provide evidence of conformity to requirements. They shall be legible, identifiable and retrievable according to the documented procedure for control of quality records.

## 1.0 Purpose

---

- 1.1 To define how the quality system documentation will be controlled and to ensure that only the most recent revision of documents are available to appropriate personnel.

## 2.0 Responsibilities

---

- 2.1 The QA Manager oversees the control of all documents, keeps a master list of the location of all documents
- 2.2 The QA Manager is responsible for ensuring all AS9100 procedures and the Quality Manual are revised and approved as required.
- 2.3 Department managers approve newly released documents and revised documents.
- 2.4 Any employee can request a change to a document.

## 3.0 Definitions

## 4.0 Equipment/Software

## 5.0 Instructions

---

5.1 Document control is coordinated by the QA Manager.

5.2 The QA Manager maintains the Master List, disposes obsolete documents or identifies them as obsolete.

5.2.1 The master list identifies all current revisions. It lists the name, revision date and the revision number of all documents.

5.3 All current revisions are under document control, and are labeled "Controlled Copy, Do not Duplicate".

5.4 The revision number (001, 002...) and date are indicated on the cover page and document header.

5.5 The location of all controlled documents is given on the master list.

5.5.1 There are four main distribution points in the facility:

- 1 Administrative Office
- 2 Production lines A
- 3 Production line B
- 4 Packaging and Shipping.



5.6 All documents are approved by the department manager. Approval is indicated by the signature on the cover page.

5.7 All changes made to documents are made to procedures is italics to clearly indicate the change made.

5.8 Obsolete procedures are collected by the document control manager, and filed in the archives according to the Quality Records Procedure.

5.9 Where necessary, obsolete documents may be retained for legal reasons or for knowledge preservation. These documents are clearly labeled "Obsolete".

## 6.0 Forms and Records

---

6.1 Master list

6.2 Archived procedures

## 7.0 Attachments

---

7.1 None

## 8.0 Related Documents

---

8.1 None

## 9.0 References

---

9.1 None

## 10.0 Revisions

---

REV.	SECTION	SUB-SEC.	PARA.	CHANGE REQUEST #	DATE	AUTHORIZED BY
009	5.0	5.5	5.5.1	Changed distribution	7/27/08	Somersby