

REDACTED

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Document and Data Control

(mo/yr)

Revisions					Rev:			
Letter	E.O. Number	Description				Date		
Used On	Contract#:		Your Company Name					
Prepared By:		Date						
Your Dept:		Date						
Your Dept:		Date						
Your Dept:		Date	YOUR PROGRAM					
Your Dept:		Date	Your Procedure #					
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Your Company Logo

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1.0 Control of Documents

The Document Control Center (DCC) is the custodian and source for

Some documents are received,

Documents are approved by

Document changes are

Approvals may be

accomplished by

All QMS

documents are

QMS documents are

Some types of data are

Other types of data are

(Your Co) has controlled documents that are required by the quality management system.

A documented procedure has been established to define controls needed to:

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)

2.0 Control of Records

Information created during the operation of the QMS is retained in hardcopy format, microfiche or computer files. Records and reports are controlled to

Records are available for

review by Customers and regulatory authorities according to

Quality records will:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]

3.0 Required Records, Recordkeeping and Storage

The Company shall determine the required records and the recordkeeping system to use to obtain, store and retrieve records. The records shall be in English and comply with part 43. The record content shall include [REDACTED]

[REDACTED] Maintenance record entries for an air carrier shall be completed according to the air carrier's procedures. The entries may include the use of forms specifically required by the air carrier. The procedures, forms and records may differ from those normally used. The procedures shall describe [REDACTED]

When the Company performs aircraft inspections, the records shall include [REDACTED]

When the Company performs repairs according to DER approved technical data, a copy of FAA Form 8110-3 shall be included in the records package. DER approved technical data shall require additional FAA approval when used for major alterations. (See FAA Order 8110.37, Designated Engineering Representative (DER) Guidance Handbook, for DER authorization). Supplemental forms in a work package may include, but are not limited to:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]

Records shall be made available to the FAA and the National Transportation Safety Board (NTSB). Records shall be organized for easy retrieval. Procedures shall describe [REDACTED]

3.1 Electronic Recordkeeping Systems

When an electronic recordkeeping system is used, directions about how to use the system shall be available to each person using the system. The electronic system shall ensure [REDACTED]

This is accomplished by an operation manual that contains a procedure for:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]

The Company shall address guidelines and requirements for electronic signatures according to [REDACTED]

This is accomplished by:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- g) [REDACTED]
- h) [REDACTED]
- i) [REDACTED]
- j) [REDACTED]

k)
l)
m)

3.2 Storage

1	Responsibility	Prepare Box for Storage
1.1	Owner	
1.2	DCC Clerk	
1.3	DCC Clerk	
1.4	DCC Clerk	
1.5	DCC Clerk	
1.6	DCC Clerk	
1.7	DCC Clerk	
1.8	DCC Clerk	
2	IF	THEN
2.1	Destroy/review date unknown	
3	IF	THEN
3.1	Request for box	
3.2	Requestor does not own box	
3.3	DCC Clerk	
3.4	DCC Clerk	

Age Group	Number of People
0-14	10
15-24	20
25-34	30
35-44	40
45-54	50
55-64	60
65-74	70
75+	80

[illegible]

Instructions on how to fill out the DCC Request Form

The person requesting the document(s) does the following:

In the section "For:" - [REDACTED]

If the document is for a Customer [REDACTED]

If the document is for any Production or Inspection employee [REDACTED]

If the document is for any Manager or Engineer [REDACTED]

Where it says "Job Number" - [REDACTED]

Where it says "Storage Box Number" - [REDACTED]

Where it says "Name" - [REDACTED]

Where it says "Department" - [REDACTED]

Where it says "Production Supervisor" - [REDACTED]

Where it says "Supervisor's Initial's" - [REDACTED]

Where it says "Needed By" - [REDACTED]

Where it says "Requested Item(s):" - [REDACTED]

The DCC Clerk fills out the rest of the form.

Where it says "E.O.'s against item" check [REDACTED]

Where it says "E.O. attached to item" check [REDACTED]

Where it says ""Item Stamped "Being Revised"" check [REDACTED]

Where it says "E.O.#" - enter [REDACTED]

Where it says "Date of release/issue" enter [REDACTED]

Where it says "Revised Review/Destroy Date" – enter [REDACTED]

Where it says "Revised Location" – enter [REDACTED]

Form Rev: Orig

[REDACTED]

[illegible]

DOCUMENT REVISION STATUS

Form Rev: Orig

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Document Update Notice

☐ [Redacted]

☐ [Redacted]

☐ [Redacted]

[Redacted]	
[Redacted]	
[Redacted]	
[Redacted]	
[Redacted]	

[Redacted]

[Redacted]

[Redacted]	[Redacted]	[Redacted]	[Redacted]

Form Rev: Orig

[Redacted]

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Instructions for filling out the **DCC Document Update Notice**

For a new document (drawings with a revision - or orig.) check [REDACTED]

For documents with a new revision check [REDACTED]

Under the box "NEW REVISION" write-in [REDACTED]

For a Customer document check [REDACTED]

In space provided under the section "CUSTOMER DWG NUMBER", write [REDACTED]

Write in [REDACTED]

Write the [REDACTED]

Write the [REDACTED]

Write the [REDACTED]

Write the [REDACTED]

Under "DISTRIBUTION:", fill-in [REDACTED]

Write in the areas where [REDACTED]

Write in the [REDACTED]

It is DCC's responsibility to retrieve and update documents. When the old document has been returned to DCC, write [REDACTED]

Form Rev: Orig

[REDACTED]