

REDACTED

This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission.



Add to Cart

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 PROGRAM	
Your Dept:	Date	Your Procedure #	
Your Dept:	Date	Size: A	CAGE: <input type="text"/>
		Form Rev: Orig	1 of 6

Your Company Logo

TABLE OF CONTENTS

1.0 Control of Documents 3

2.0 Control of Records 3

3.0 Required Records and Recordkeeping..... 4

 3.1 *Electronic Recordkeeping Systems* 5

 3.2 *Storage*..... 6



Copyright © JnF Specialties, LLC. All rights reserved worldwide.

Your Company Name	REV	CAGE	DOC#:	2 of 6
			Your Procedure #	

1.0 Control of Documents

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

[REDACTED] Some documents are received,

[REDACTED] Documents are approved by [REDACTED]

[REDACTED] Document changes are [REDACTED]

[REDACTED] Approvals may be [REDACTED]

[REDACTED] accomplished by [REDACTED]

[REDACTED] All QMS [REDACTED]

[REDACTED] documents are [REDACTED]

[REDACTED] QMS documents are [REDACTED]

[REDACTED] Some types of data are [REDACTED]

[REDACTED] Other types of data are [REDACTED]

(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) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- g) [REDACTED]
- h) [REDACTED]

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 [REDACTED]

[REDACTED] Records are available for [REDACTED]

[REDACTED] review by Customers and regulatory authorities according to [REDACTED]

This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission.

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] 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

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]

Your Company Name	REV	CAGE	DOC#:	4 of 6
			Your Procedure #	

[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]

[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]

Your Company Name	REV	CAGE	DOC#:	5 of 6
			Your Procedure #	

- k) [Redacted]
- l) [Redacted]
- m) [Redacted]

3.2 Storage

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

[Redacted]

*****THIS FORM MUST BE FILLED OUT COMPLETELY*****

DCC Request Form

For: [redacted] [redacted] [redacted]
 [redacted] [redacted] [redacted]
[redacted] _____ [redacted]

[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

DCC USE ONLY

[redacted] [redacted] [redacted]
[redacted] [redacted] [redacted]
[redacted] [redacted] [redacted]
[redacted] [redacted] [redacted]

Form Rev: Orig

Copyright © JnF S...
[redacted]

Copyright © JnF S... All rights reserved worldwide.

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]

Copyright © JnF Specialties, LLC. All rights reserved worldwide.

DOCUMENT REVISION STATUS

[REDACTED]	[REDACTED]	[REDACTED]

Form Rev: Orig

[REDACTED]

Copyright © JnF Specialties, LLC. All rights reserved worldwide.

Document Update Notice

[Redacted]

[Redacted]

[Redacted]

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

[Redacted]

[Redacted]

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

Form Rev: Orig

[Redacted]

Copyright © Jnt Specialties, LLC. All rights reserved worldwide.

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]

[redacted]

For a Customer document check [redacted]

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

[redacted]

Write in [redacted]

Write the [redacted]

Write the [redacted]

Write the [redacted]

Write the [redacted]

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

[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]

[redacted]

[redacted]

Copyright © Jnt Specialties, Inc. All rights reserved worldwide.