Competence of process owner		Process name Control of document & records		Machine equipment and maintenance Control of electronic file
		Process flow		Virus protection system
		Documentation		
		Documented procedure		
		Implementation		
Input		– Request		Output
Document action request		– Approval		Documents master list
	 	– Identification	-	
		Control of external documents		
		– Distribution		
		Control of expire document		
Process Control Procedure, Work Instruction		 Record retention 		Measurement, Objective, KPI, Performance
 Control engineering document and interface with site 				
 Control of customer project spec Change and up to date control system 		Comments		
			_	