

5.0 DOCUMENT AND DATA CONTROL

FDI has documented, implemented, and maintains procedures for the control of all documents within the quality/management system. These documents include:

1. Policy/Procedures Manual
2. Forms
3. External Reference Documents
4. Approved Vendor List
5. Corrective Action Requests
6. Self Audits
7. Work Instructions
8. Training Records
9. Job Descriptions

5.1 Generation/Revision of Documentation

Procedures and/or forms may be drafted by anyone at FDI. The draft is forwarded to the QA Manager and appropriate manager for review and agreement that the document is required for inclusion into the documented quality/management system.

When revising a pre-existing document, an entry is made in the appropriate revision record notating the new revision level and date revised. The revision level format will be 1.0, 1.1, 1.2, etc. New documents will be assigned revision level N/C (no change). The revision level is also notated at the bottom of the document. The specific changes to the document will be marked with a vertical bar in the right hand margin.

Changes to FDI's quality system will be forwarded to the quality registrar for pre-approval. This does not include editorial changes.

5.2 Document issue

Quality/Management System documentation is maintained on a secure FDI intranet. The QA Manager posts additions and revisions to the intranet. All personnel have access to the intranet by going to www.flightdirector.com/intranet, and then typing in a unique user name and password. The documents on the intranet are read-only.

Flight Director, Inc.
Policy/Procedures Manual

There are no paper copies of the Quality/Management System documentation. This system assures that all personnel have online access to the correct and current revision of all documents at all times. FDI personnel and outside organizations who require a copy of FDI's Policy/Procedure Manual will be notified of changes via an email distribution list.

Customers and auditors may access the Policy/Procedure Manual by going to www.flightdirector.com and clicking on the Policy/Procedure Manual icon.

Printed copies from the intranet are considered for reference use only and will be considered invalid 24 hours from the time they are printed. Personnel are encouraged to view the documents online only.

Significant changes to FDI's quality documentation will be communicated to effected staff. Policy/Procedure Manual changes will be communicated via the Policy/Procedure Manual Review Form. Other changes will be communicated via Work Instructions, classroom training, emails, etc, as appropriate.

Changes to the Approved Vendor List are input directly into Quantum such that only approved vendors can be used. FDI staff can view the approval status of a vendor by viewing the vendor's master file in Quantum.

5.3 Reference Library

Contains external documents including Technical Illustrated Parts Breakdown Manuals. They are for reference only, and are not used to perform inspections or to determine airworthiness of parts. They are marked "For Reference Use Only".