



BMP-001 Document Control

Page 1 of 5

Revision
G

Revision		Date	Approval
F	Typo corrections and updates for current processes	6/21/05	BMD
G	Update process flow	6/6/08	pjm

Scope: This document is intended to define the procedure to control the following documents used in the course of business at Brendell Manufacturing. These documents include; internal procedures, NCM Reports, Customer Purchase orders, Customer drawings, Customer Data sets and job files.

References:

BMP-002 Control of Records
BMP-003 Creation and Maintenance of Work Orders
BMP-007 Control of Non-conforming Materials
Shop control software

1.0 Internal document Identification

Internally created documents will be named with the following prefixes:

BMP-0xx Brendell Manufacturing Procedure
BMF-1yy Brendell Manufacturing Process Flow
Qform-2zz Quality Management System Form

As new documents are created they will be assigned the next sequential number in the series for each document type: BMP-008, BMP-009... The document will be logged onto the server with the initial revision letter to be "A".

2.0 Control of Internal Documents

Each procedure designated as BMP-0xx shall have a header that defines current revision of the document and contains the document title. This header also contains the revision log for subsequent changes. As a BMP document is revised, the reason for the revision shall be entered into the appropriate space and approval of the changes shall be indicated by the initials in the appropriate space. As Process flows, BMF-1yy, and Qform-2zz Documents are revised, the revision letter in the header shall be updated to the next sequential letter.

Each time an internal document is changed the following activities will be performed:

- The shop control software system will be updated the next letter
 - Work in progress will be reviewed for impacts
 - Hard copies will be revised
 - Staff will be trained on the changes
-



Revision		Date	Approval
F	Typo corrections and updates for current processes	6/21/05	BMD
G	Update process flow	6/6/08	pjm

3.0 Control of Customer Purchase Orders

As a customer P.O. is received, all appropriate information is entered in to the Shop Control software. The customer's P.O. revision number is entered in to the log as appropriate. A job number is created by the shop control software. A hard copy of the customer P.O. is filed with the job file.

3.1 Revisions to Customer P.O.

As revisions are made to the customer P.O., they are logged in to the Shop Control software and filed in the job file along with the existing revisions of the P.O. A review of the changes is made to determine if the Work Order must be revised and if WIP is affected. If WIP is affected the W.O. will be revised in accordance with BMP-003 Work Order Creation and Maintenance and WIP will be dispositioned in accordance with BMP-007 control of non conforming materials. The revised P.O. hard copy will be filed in the appropriate Job File.

If the P.O. revision adds cost to the WIP or future orders, a letter will be sent to the customer identifying the increased scope and cost as a result of the P.O. change. This letter will be kept in the job file.

4.0 Control of Customer Drawings

4.1 New Drawings and Datasets

As customer drawings and or data sets are received they will be reviewed by BMI personnel for content and applicability. If the drawings/data sets are approved for use they will be logged in to the Shop Control software. The revision of the drawing/data set will be noted as appropriate. In the event the paper drawing and dataset disagree, the customer will be notified and request made to properly identify the true product definition. The hard copy drawing will be filed in the job folder. All data transferred to sub-tier or other entities outside of Brendell will be transferred on data disks to ensure data integrity.

BMI currently uses only IGES formatted data sets. In the event that a non-IGES dataset is received from a customer, BMI will request that the customer modify the dataset to an IGES format for BMI use. Based upon specific contract requirements for quality level II and III work packages the IGES data will be compared to the finished product via a CMM inspection or by selected point measurements.

4.2 Revised Drawings



BMP-001 Document Control

Page 3 of 5

Revision
G

Revision		Date	Approval
F	Typo corrections and updates for current processes	6/21/05	BMD
G	Update process flow	6/6/08	pjm

As revised drawings are received from the customer, the Shop Control software will be updated to reflect the latest revision. The old revisions will be identified as obsolete on the actual copy of the drawing, but will remain in the file in accordance with BMP-002 Control of Records. When the new drawings are received, all work in progress shall be reviewed for any impacts by, at a minimum, the project engineer and quality management, including any proposals in progress, to determine any actions to be taken. If WIP is affected the W.O. will be revised in accordance with BMP-003 Creation and Maintenance of W.O's and any non conforming WIP will be dispositioned in accordance with BMP-007 Control of NCM.

If submitted Proposals are affected, a revised proposal and /or a letter for cost increases due to scope change will be submitted to the customer.

If the drawing revision adds cost to the WIP or future orders, a letter will be sent to the customer identifying the increases scope and cost as a result of the drawing change.

4.3 Revised Datasets

As revised data sets are received from the customer, the Shop Control software will be updated to reflect the latest revision. When the new datasets are received, all work in progress shall be reviewed for any impacts by, at a minimum, the project engineer and quality management, including any proposals in progress, to determine any actions to be taken. If WIP is affected the W.O. will be revised in accordance with BMP-003 Creation and Maintenance of W.O.s and any nonconforming WIP will be dispositioned in accordance with BMP-007 Control of NCM.

If submitted Proposals are affected, a revised proposal and /or a letter for cost increases due to scope change will be submitted to the customer.

If the drawing revision adds cost to the WIP or future orders, a letter will be sent to the customer identifying the increases scope and cost as a result of the drawing change.

In the event that the data set must be altered by BMI to suit production needs, the original IGES data will be compared to the finished product via a CMM inspection or by selected point measurements.

5.0 Control of External Documents

External documents such as ASTMs, Mil Specs, ISO documents and other recognized standards will not be maintained in house at Brendell Manufacturing. These documents that reside in house will be considered reference only within the document control



BMP-001
Document Control

Page 4 of 5

Revision
G

Revision		Date	Approval
F	Typo corrections and updates for current processes	6/21/05	BMD
G	Update process flow	6/6/08	pjm

system and will not be maintained. As the need arises to use these documents the current revisions shall be verified as the most current before use. If the copy in house is out of date current copies will be retrieved from controlled sources.

6.0 Record Retention:

There will be separate files that will be used to manage the control of the documents referenced herein. Procedure BMP-002 Control of Records will provide additional information on the record retentions policy. A hard copy file will exist for the completed job folder which will include the customer purchase orders.

Revision		Date	Approval
F	Typo corrections and updates for current processes	6/21/05	BMD
G	Update process flow	6/6/08	pjm

Figure (1)
Document Control
Process Flow

