

SUBJECT: AMENDMENT RECORD FORM

1.0 PURPOSE:

1.1 To Keep an Ongoing Record of any Changes made to Quality Assurance Procedures.

2.0 SCOPE:

2.1 This Policy applies to all Employees involved in complying and controlling this procedure within the Plant.

3.0 RESPONSIBILITY OF THE QUALITY ASSURANCE DEPARTMENT:

3.1 When Changes are made to any Quality Assurance Procedure; the Master Manuals such as; Quality Manual, Receiving Inspection Manual, etc., Form Number MBM-004, "Amendment Record Form" is to be filled out by the assigned individual responsible for the Master Manuals. This form is to be filled out as follows: (Figure 1)

- A. The Procedure Title should be placed here.
- B. Subject/Postfix Number.
- C. Manual Title.
- D. Date Procedure was Issued.
- E. List Revised Section and/or Page Number.
- F. Revision Date.
- G. General Description of Change.
- H. Revision Control (What was actually done with Revised Copy).
- I. Who Copies were Issued to.
- J. Number of Copies Issued to that Individual.

3.2 An Amendment Record Form will be made for each Revised Procedure. The completed Amendment Record Form will then be filed in front of that particular procedure in the Master Manual. Any subsequent changes will be listed on this same Amendment Record Form.

3.3 (*) Amendment Record Form (manuals) Form Number MBM-004A is to be used when a revision is made to a operating manual. It is to be filed out by the assigned individual responsible for the master manuals. This form is to be filled out as follows: (Figure 2)

- A. Manual Title – Name of the manual (Example – Didde Apollo Operating Manual).

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- B. Manual Serial Number – Procedure Number assigned to the manual (Example – Didde Apollo Operating Manual Number is 09-129).
 - C. Date Issued – Date the manual was issued.
 - D. Revision Date – The date a revision was made to the manual.
 - E. Revised Section and Page – Identify the section being revised and what page(s) was involved.
 - F. Description of Change – General description of the change made.
 - G. (*) Procedure Number – The subject and postfix number of the procedure involved in the change.
- 3.4 (*) Form Number MBM-004A should be kept in the front of each master manual that is involved.
- 3.5 This procedure also encompasses the In-house Controlled Manuals for the registrar with exception of Section “I” and “J” (Copies Issued To and the Number of Copies); these Sections are not applicable. The upkeep of these Manuals is the responsibility of the Plant Quality Assurance Department.

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Figure 1

AMENDMENT RECORD FORM

Procedure Title: _____ (A)

Subject/Postfix Number: _____ (B)

Manual Title: _____ (C)

DATE ISSUED	REVISED SECTION AND/OR PAGE #	REVISION DATE	DESCRIPTION OF CHANGE	REVISION CONTROL
(D)	(E)	(F)	(G)	(H)

COPIES ISSUED TO	#	COPIES ISSUED TO	#	COPIES ISSUED TO	#	COPIES ISSUED TO	#
(I)	(J)						

FROM NUMBER: MBM-004
 DATE: 3/98
 APPROVED BY: MLM

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Figure 2 (*)

AMENDMENT RECORD FORM (Manuals)

Manual Title: (A)

Manual Serial Number: (B)

Date: (C)

(Record of Revisions)

DATE (D)	PROCEDURE NUMBER (G) (*)	REVISED SEC. AND PAGE (E)	DESCRIPTION OF CHANGE (F)

FORM NUMBER: MBM-004(A)

APPROVED BY: MLM

DATE: 10/19/98

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