Ameritube LLC 1000 N. Hwy 77, Hillsboro TX 76645	Revision Level: A	Procedure No. QMS-002
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Date	*Description Of Change*	*Signature*	*Rev. Level*
4/25/2012	*New Document*	*Jeremy Wilson*	*A*

Procedure Approval:	**Company Title:**	**Date:**
	Quality Manager	4/27/2012

1.0 Scope and Objectives

1.1 This procedure defines the activities required for establishing and maintaining a document control system.

1.2 The objective of the document control procedure shall be to ensure that documents that have a direct impact on processes and customer product quality are controlled.

1.3 The result of the document control process shall ensure required documents at the correct revision level are available and used to improve customer product quality and improve the overall effectiveness of the QMS.

2.0 Applicability

2.1 This procedure applies to, but is not limited to:

2.1.1 All documents submitted by customers that define process and product requirements

2.1.2 All documents submitted by suppliers certifying that processes and products meet specified requirements

2.1.3 All documents created by Ameritube LLC defining processes used to meet specified requirements

2.1.4 All personnel within the organization that develop, use and maintain controlled documents

3.0 Related Documents

3.1 Quality Manual, Section 4.2.3, Control of Documents

3.2 Quality documents (customer, supplier, internal and external)

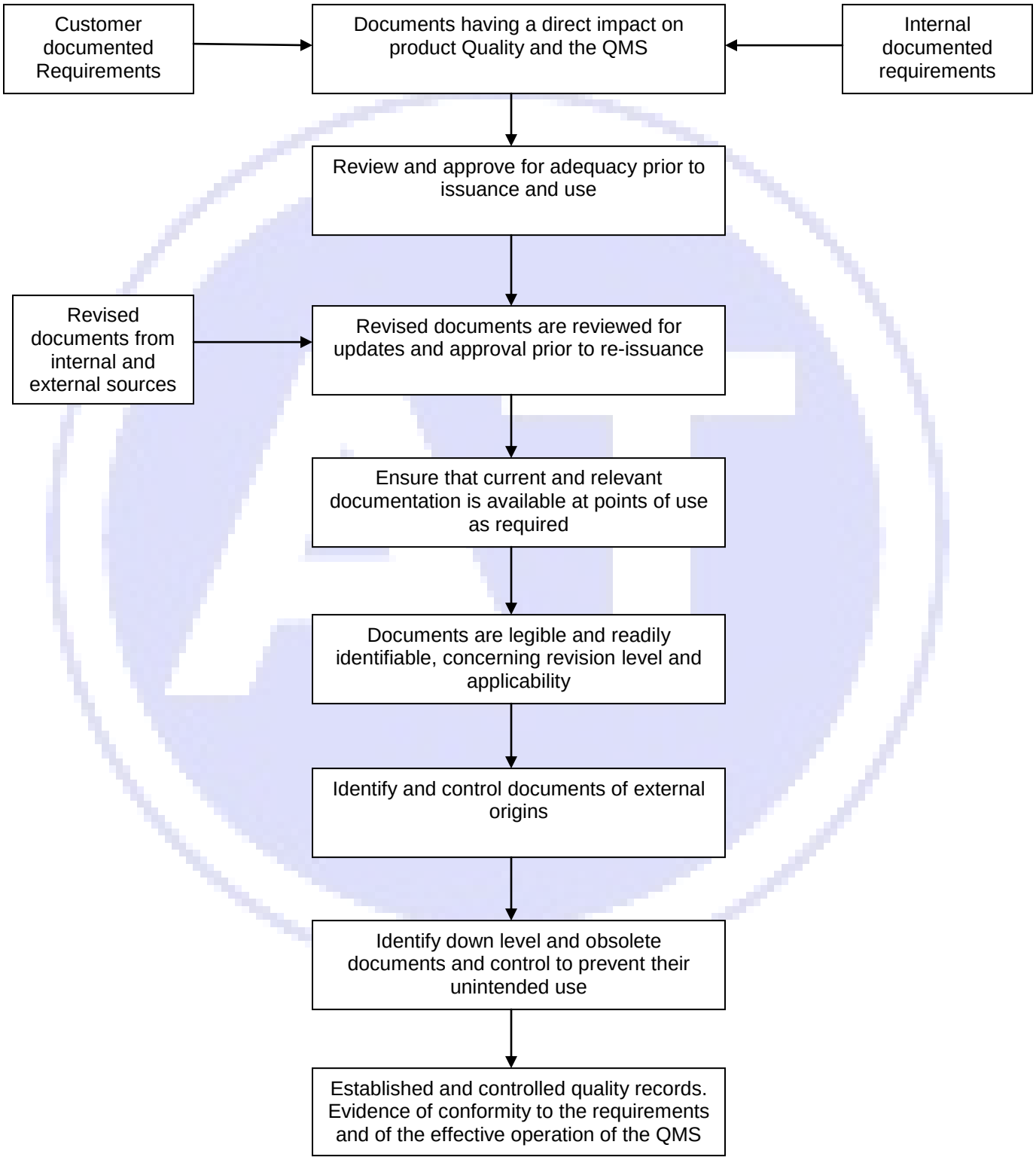
3.3 American National Standard ANSI/ISO/ASQ Q9000 (2008), Quality Management Systems - Vocabulary.

3.4 American National Standard ANSI/ISO/ASQ Q9001 (2008), Quality Management Systems – Requirements

3.5 American National Standard ANSI/ISO/ASQ Q9004 (2008), Quality Management Systems – Guidelines for performance Improvements

3.6 Title 10, U.S. Code of Federal Regulations, Appendix B to Part 50 (10 CFR 50 Appendix B)

4.0 Process Flow Chart



5.0 Procedure

5.1 All documents shall be initialed, stamped or signed and dated by personnel responsible for issuing or revising documents in order to establish accountability and traceability on affected documents, with the following exception:

5.1.1 Document number and revision shall control forms

QMS Documents (Procedures)

5.2 Ameritube LLC has established a standard format for QMS documentation as applied to procedures. This format includes assignment of responsibility and authority for approval, review, distribution and use. Using the standard format, the following requirements will be met for document control:

5.2.1 All quality documents shall be approved for adequacy prior to use

5.2.2 Review and update as necessary and re-approve quality documents

5.2.3 Ensure that changes and current revision status of quality documents are identified

5.2.4 Ensure that relevant versions of applicable quality documents are available at points of use

5.2.5 Ensure that quality documents remain legible and readily identifiable

5.2.6 Ensure that quality documents of external origins are identified and their distribution controlled

5.2.7 To prevent the unintended use of obsolete documents and to apply suitable identification to them if they are retained for any purpose

5.3 The standard format for Ameritube LLC QMS procedures shall include, as appropriate:

5.3.1 Header and footer on each page containing:

5.3.1.1 Document name

5.3.1.2 Document number

5.3.1.3 Revision level

5.3.1.4 Latest revision date

5.3.1.5 Latest printed date

5.3.1.6 Page numbering

5.3.2 Document revision history

5.3.3 Approval and date

5.3.4 Scope and objectives

5.3.5 Applicability

5.3.6 Related documents

5.3.7 Procedure flow chart

5.3.8 Procedure

5.3.9 Responsibilities

5.3.10 Record retention

5.3.11 Document control

5.4 QMS documentation will be maintained electronically on the server

5.5 QMS documentation in hardcopy form will be valid for one day after printing, at which point it will be considered suitable for reference use only. Refer to header information for last printed date and time.

Internal Documents

5.6 Ameritube LLC implements and maintains documents for use in the product realization process. These documents, by way of example, include job traveler, nonconforming material report, and inspection report. All Ameritube LLC Manufacturing documents meet the following requirements for document control:

5.6.1 All quality documents shall be approved for adequacy prior to use

5.6.2 Review and update as necessary and re-approve quality documents

5.6.3 Ensure that changes and current revision status of quality documents are identified

5.6.4 Ensure that relevant versions of applicable quality documents are available at points of use

5.6.5 Ensure that quality documents remain legible and readily identifiable

5.6.6 Ensure that quality documents of external origins are identified and their distribution controlled (i.e.: industry standards, military standards, etc.)

5.6.7 To prevent the unintended use of obsolete documents and to apply suitable identification to them if they are retained for any purpose

5.6.8 Coordinate document changes with customers and/or regulatory authorities in accordance with contract or regulatory requirements

External Documents (Customer and Supplier)

5.7 Documents from external sources, including customers and suppliers will be subject to the document control requirements as follows:

5.7.1 All quality documents shall be approved for adequacy prior to use

5.7.2 Review and update as necessary and re-approve quality documents

5.7.3 Ensure that changes and current revision status of quality documents are identified

5.7.4 Ensure that relevant versions of applicable quality documents are available at points of use

5.7.5 Ensure that quality documents remain legible and readily identifiable

5.7.6 Ensure that quality documents of external origins are identified and their distribution controlled (i.e.: industry standards, military standards, etc.)

5.7.6.1 Date stamp is typical identification to prevent the unintended use of obsolete documents and to apply suitable identification to them if they are retained for any purpose

5.7.7 Coordinate document changes with customers and/or regulatory authorities in accordance with contract or regulatory requirements

6.0 Responsibilities

6.1 Ameritube LLC personnel

6.1.1 Verify documents meet applicable requirements

6.1.2 Initial, stamp or sign and date all documents they implement or revise

6.2 Quality manager

6.2.1 Maintain document control system

6.2.2 Issue and control documents

6.2.3 Ensure documents are regularly reviewed and updated

6.2.4 Ensure that regular internal audits, that address the continued applicability of this document, are scheduled

7.0 Record Retention

7.1 Ameritube LLC Manufacturing shall maintain process realization documents as described in the QMS-003 Records Control procedure.

7.2 This controlled QMS procedure shall be maintained on the server indefinitely.

7.3 Any hardcopy of this controlled document shall be valid for one day after printing.

7.3.1 After one day has elapsed the document shall be used only as a reference document

7.3.2 Reference documents must be verified for revision level prior to use

7.4 Obsolete documents shall be removed from area of use and disposed of as appropriate.

7.5 All quality records associated with this document will be retained for a minimum of one year or the interval specified by customer contract whichever is longer.

7.6 As appropriate, all quality records associated with this document are available for customer or regulatory agency review.

8.0 Document Control

8.1 Custodian: Quality Manager

8.2 Review Activity: Quality Manager
President
Operations Manager

8.3 Approval Authority: Quality Manager
President
Operations Manager