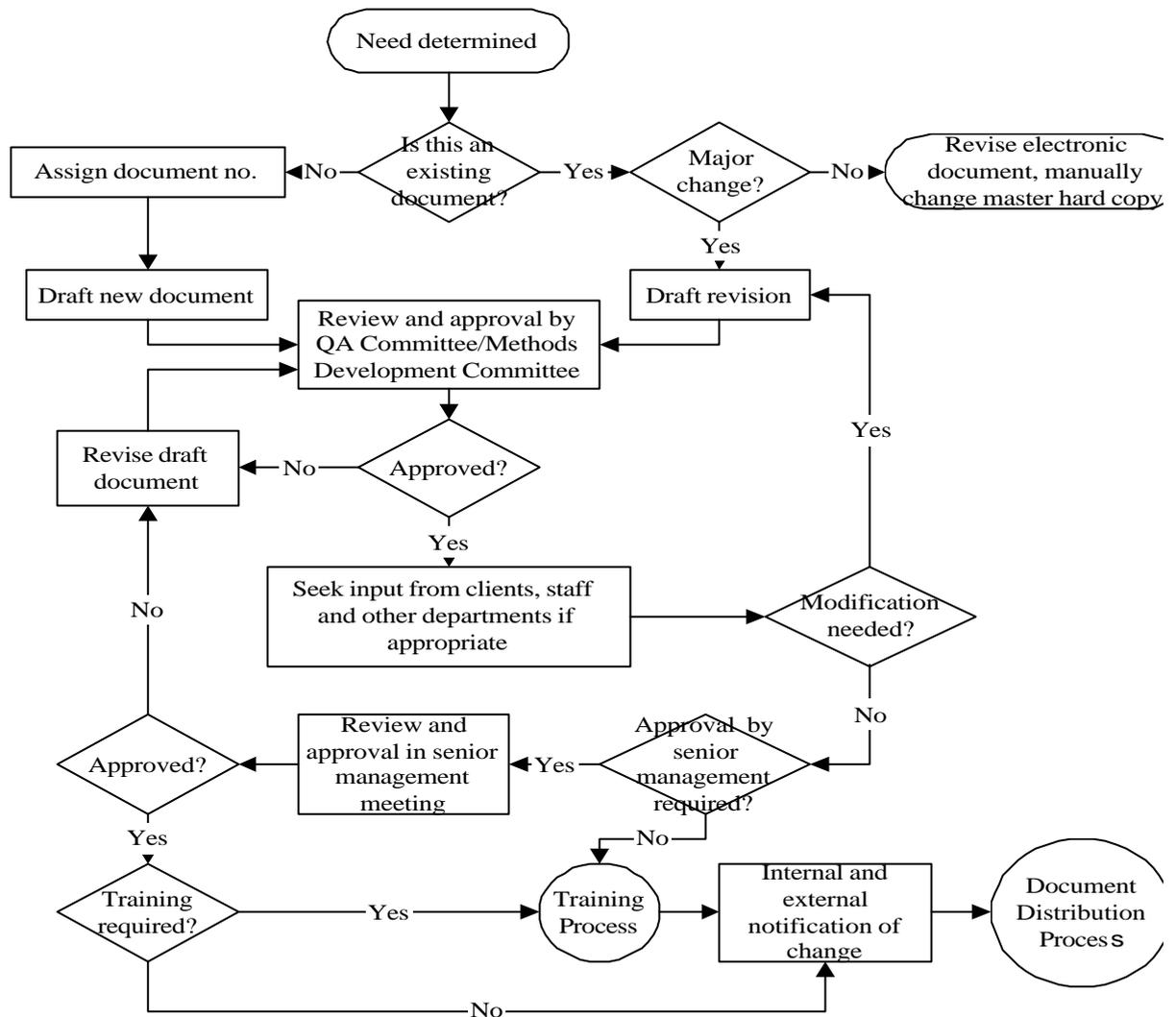


TML/MSH Department of Microbiology Quality Manual	Policy QDRMI01000.01	Page 1 of 2
Section: Documents and Records	Subject Title: Documents Creations, Revision and Approval Process	
Prepared by: QA Committee	Original Date: March 1, 2003	
Issued by: Laboratory Manager	Revision Date	
Approved by: Laboratory Director	Annual Review Date:	

Purpose

To describe the process used to create, edit, and approve new or existing documents.

Process



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NOTE: This is a CONTROLLED document. Any documents appearing in paper form that are not stamped in red "MASTER COPY" are not controlled and should be checked against the document (titled as above) on the server prior to use.

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Related Documents:

Documents and Records - Table of Contents	QDRMITOC
Document Distribution Process	QDRMI02000
Record Maintenance, Archival and Retrieval Process	QDRMI03000

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