

**QUALITY MANAGEMENT PROCEDURE
FOR DESIGN AND DEVELOPMENT**

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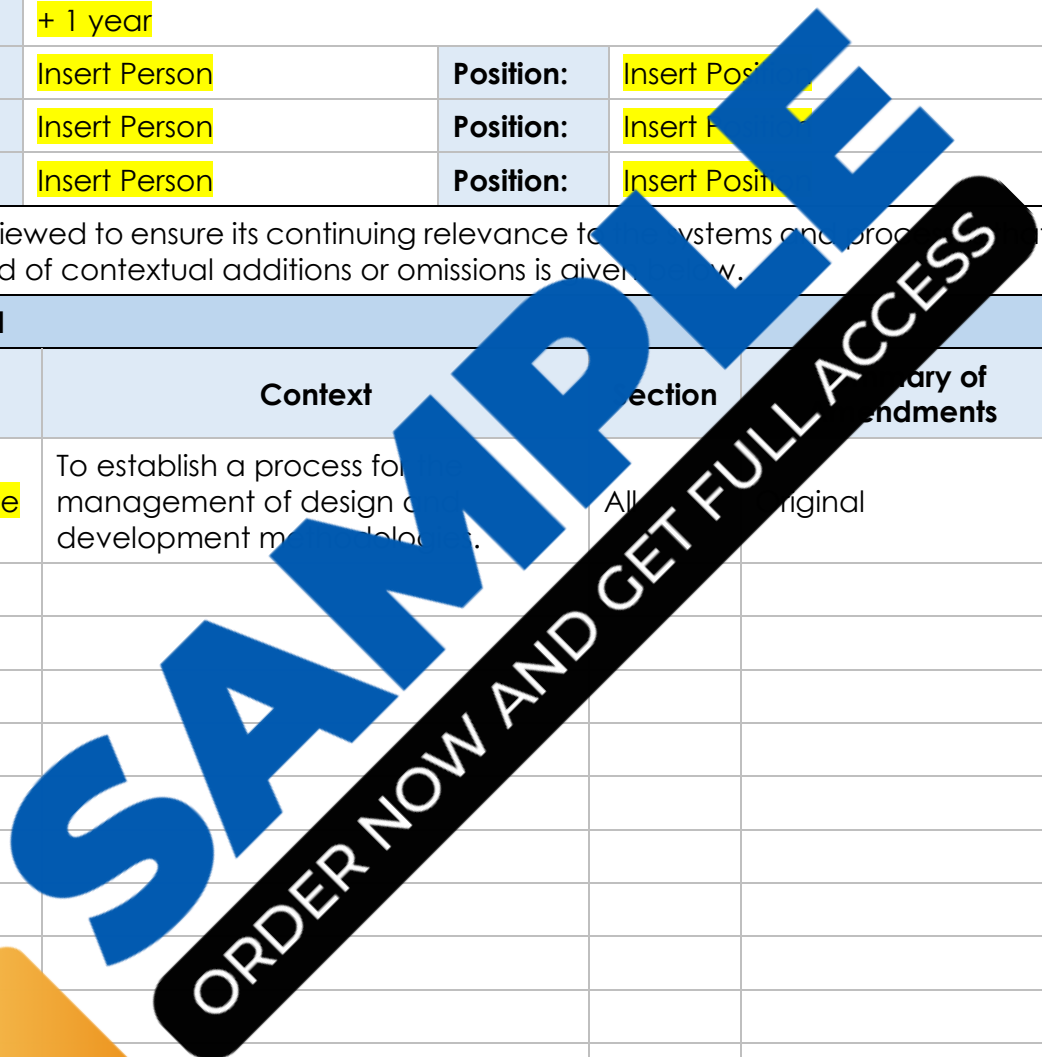
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1. APPROVAL

Document Control			
Document:	Q-MP-12 – Design and Development		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position
This procedure is reviewed to ensure its continuing relevance to the systems and processes it describes. A record of contextual additions or omissions is given below.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To establish a process for the management of design and development management.	All original
The latest version of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
Document Title:	Design and Development		Rev: 1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date



2. PURPOSE

The purpose of this procedure is to ensure that design and development interfaces among **Insert Your Company** organizational functions and groups are defined and properly managed, and to ensure effective communication and the clear assignment of responsibility.

3. SCOPE

This procedure applies to the design and development process to be carried out under **Insert Your Company** controlled conditions. When design and development process is outsourced, the supplier must also meet the requirements of this procedure and provide objective evidence that **Insert Your Company** requirements were met.

4. TERMS AND DEFINITIONS

Term	Definition
Audit Evidence	Documented information, records and may also include physical items.
Documented Information	Any documented record of information which is necessary for the operation of processes or is required by the quality management system. It can include photographs, diagrams, videos, maps, procedures and can be on any medium, i.e. paper or electronic.
Non-Conformance	Failure to fulfill a requirement.
Non-Conformance Report (NCR)	Report that documents the details of a non-conformance identified during an audit or other process review.

5. ROLES AND RESPONSIBILITIES

Management is responsible for:
 • Ensuring the design and development process is established and

ensuring all designed and developed processes meet the desired requirements, specifications and performance standards.

- Maintaining a system for design and development reporting and record keeping.

Production and Engineering Personnel are responsible for:

- Determining the causes of design and development non-conformities.
- Reviewing the effectiveness of corrective actions.
- Adhering to this documented procedure.