Documents, Records & Configuration control

CPL require the supplier to operate a strict document control system, that document configuration management must prevent any unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose. This process to include the coordination of CPL documents and any related regulatory authorities linked with CPL product.

If a supplier wishes to change or has to change a process that has a risk to effect fit, form or function of a component being made for CPL, written authority from CPL must be obtained, prior to any components being shipped using the different process. For example use of alternative type of machining process turning to milling, site change, sub-tier supplier change. Normally validation of conformance using the changed process is by submitting a full or partial ISIR or FAIR.

The supplier shall ensure appropriate controls are in place for all processes, system requirements, drawing, specifications, test documents, special process, software etc. Note these responsibilities are not limited to the suppliers own sites, they need to be extended to sub-tier suppliers contributing to the final product.

Records of documents to be defined in a procedure controlling Identification, Storage, Protection, Retrieval, Retention & Disposal of records.
The supplier must maintain control of all relevant documents involved with the completion of PO requirements, including sub-tier suppliers that the prime supplier is managing.

Product information records/documents to be stored for the duration as stated on CPL Purchase Order or Contract. The storage to be appropriate for the duration required. If no duration is stated on the order or contract the default minimum is set at indefinitely and the supplier to contact CPL Purchasing representative for verification.