

SOP-001a Document Control Procedure

Rev A - Effective 2026-09-01

Purpose: Establishes the process for creating, reviewing, approving, issuing, and controlling QMS documents at IPS Custom Automation.

Scope: All controlled documents in the Document_Control drive.

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|------------------------|-------------------------------|
| 1. Document numbering | 4. Change control (DCN) |
| 2. Review and approval | 5. Current Releases folder |
| 3. Distribution | 6. Obsolete document handling |