Cladding-Technology-Shanxi-Co., Ltd

QP-01 Document Control Procedure

文件头部信息 / DOCUMENT HEADER			
公司名称 Company	**科雷丁技术（山西）有限公司 Cladding Technology Shanxi Co., Ltd**	**文件编号 Doc No.**	**QP-01**
文件名称 Doc Title	**文件控制程序 / Document Control Procedure**	**版本号 Revision**	**A/0**
生效日期 Effective Date	2026 年 7 月 23 日	**页码 Page**	第 1 页 / 共 9 页
编制 Prepared by		**编制日期 Date**	2026 年 7 月 23 日
审核 Reviewed by		**审核日期 Date**	2026 年 7 月 23 日
批准 Approved by		**批准日期 Date**	2026 年 7 月 23 日
分发编号 Distribution No.		**受控状态 Status**	受控 / Controlled

修订历史记录 / REVISION HISTORY

版本 Revision	修订日期 Date	修订内容 Description	修订人 Editor	批准人 Approver
A/0	2026 年 7 月 23 日	首次发行，编制完整文件控制流程 First issue,		

		complete document control process		

1. 目的 PURPOSE

中文：为规范公司质量管理体系文件的全生命周期管理，统一文件编制、审核、批准、发放、修订、作废、回收、归档流程，确保公司各部门、作业场所使用的文件均为最新有效版本，防止无效、作废文件的非预期使用，保障质量管理体系运行的规范性、有效性和可追溯性，符合 ISO9001:2015 标准成文信息控制要求。

English：To standardize the full life cycle management of the company's quality management system documents, unify the procedures of document preparation, review, approval, issuance, revision, obsolescence, recovery and archiving. Ensure that all documents used in each department and workplace are the latest valid versions, prevent unintended use of invalid and obsolete documents, guarantee the standardization, effectiveness and traceability of quality management system operation, and comply with the documented information control requirements of ISO9001:2015.

2. 范围 SCOPE

中文：本程序适用于公司质量管理体系覆盖的所有成文信息，包含内部文件（质量手册、程序文件、作业指导书、工艺文件、检验标准、管理制度、记录表单等）及外部文件（国家/行业标准、客户标准、法规文件、外来技术资料等）的管控。适用于公司所有部门的文件管理、使用、更新与作废回收工作。

English：This procedure applies to all documented information covered by the company's quality management system, including internal documents (quality manual, procedure documents, work instructions, process documents, inspection standards, management systems, record forms, etc.) and external documents (national/industrial standards, customer standards, regulatory documents, external technical materials, etc.). It is applicable to document management, use, update, obsolescence and recovery of all departments of the company.

3. 术语与定义 TERMS AND DEFINITIONS

3.1 受控文件 Controlled Document

中文：经正式审批、统一编号发放，全程跟踪版本变更，仅限公司内部使用，加盖受控章的体系文件，为现场唯一有效使用文件。

English：Officially approved, uniformly numbered and issued system documents with full-version change tracking, only for internal use, stamped with controlled seal, and the only valid documents on site.

3.2 非受控文件 Uncontrolled Document

中文：仅供参考、对外发放或存档使用，不做版本动态更新管控，无需加盖受控章的文件。

English：Documents for reference, external issuance or archiving only, without dynamic version update control and controlled seal.

3.3 文件修订 Document Revision

中文：因标准更新、工艺优化、管理调整等原因，对已生效文件内容进行修改、补充、更正的过程。

English：The process of modifying, supplementing and correcting effective documents due to standard updates, process optimization, management adjustments and other reasons.

3.4 作废文件 Obsolete Document

中文：因版本更新、标准废止、业务调整等原因，不再适用的过期文件。

English：Expired documents that are no longer applicable due to version updates, standard abolition, business adjustments and other reasons.

4. 职责 RESPONSIBILITIES

4.1 管理者代表 Management Representative

中文：负责体系文件整体审批，批准文件的发布、修订、作废，监督文件管控流程的落地执行。

English：Responsible for the overall approval of system documents, approving document issuance, revision and obsolescence, and supervising the implementation of document control procedures.

4.2 行政/品控部 Admin/Quality Department（文件归口部门）

中文：为本程序归口管理部门，负责文件的统一编号、登记、发放、回收、归档、修订、作废管理；建立文件总台账，管控电子与纸质文件版本一致性；组织文件定期评审。

English：As the centralized management department of this procedure, responsible for unified numbering, registration, issuance, recovery, archiving, revision and obsolescence management of documents; establish general document ledger, control the version consistency of electronic and paper documents; organize regular document review.

4.3 各业务部门 Each Business Department

中文：负责本部门相关文件的编制、初稿校对、内部使用保管；及时反馈文件不适配问题，配合归口部门完成文件修订、作废回收工作；确保本部门仅使用有效文件。

English：Responsible for the preparation, preliminary proofreading, internal use and storage of documents related to the department; timely feed back document inadaptability problems, cooperate with the centralized department to complete document revision, obsolescence and recovery; ensure only valid documents are used in the department.

4.4 全体员工 All Staff

中文：严格遵照有效文件要求开展工作，严禁私自复印、涂改、留存作废文件。

English：Work in strict accordance with valid documents, prohibit unauthorized copying, altering and retaining obsolete documents.

5. 工作程序 PROCEDURE DETAILS

5.1 文件分类与编号规则 Document Classification and Numbering Rules

中文：公司体系文件分为四级：一级文件（质量手册 QM）、二级程序文件（QP）、三级作业文件（WI/规范/制度）、四级记录表单（QR）。所有文件由归口部门统一编号，编号唯一、终身不变，版本单独标识。

English：Company system documents are divided into four levels: Level 1 (Quality Manual QM), Level 2 Procedure Documents (QP), Level 3 Operation Documents (WI/Specification/System), Level 4 Record Forms (QR). All documents are uniformly and uniquely numbered by the centralized department with lifelong fixed numbers and independent version marks.

5.2 文件编制 Document Preparation

中文：各部门根据业务及体系标准需求，负责编制本部门相关文件，确保内容真实、规范、贴合实际作业，条款清晰、无歧义、可落地执行。编制完成后填写《文件编制/修订申请表》，提交归口部门初审。

English：Each department shall prepare relevant documents according to business and system standard requirements, ensuring true, standardized, practical content with clear and executable clauses without ambiguity. After preparation, fill in the Document Preparation/Revision Application Form and submit to the centralized department for preliminary review.

5.3 文件审核与批准 Document Review and Approval

中文：1. 归口部门对文件格式、编号、合规性进行初审；2. 跨部门文件由相关协作部门会审；3. 初审合格后报管理者代表终审批准；4. 审批通过后方可纳入体系、正式生效，未审批文件禁止发放使用。

English：1. The centralized department conducts preliminary review on document format, numbering and compliance; 2. Cross-departmental documents shall be jointly reviewed by relevant cooperating departments; 3. After preliminary review, submit to the management representative for final approval; 4. Only approved documents can be incorporated into the system and take effect officially. Unapproved documents are prohibited from issuance and use.

5.4 文件发放与标识 Document Issuance and Marking

中文：1. 生效文件由归口部门统一打印、登记，建立《文件发放台账》，记录发放部门、份数、版本、日期、签收人；2. 内部现场使用的纸质文件加盖红色「受控」印章，标注分发号，为有效受控版本；3. 对外提供的文件加盖「非受控」印章，不做版本跟踪；4. 电子文件归档至指定服务器，权限分级管控。

English：1. Effective documents are uniformly printed and registered by the centralized department, establish Document Issuance Ledger to record issuing department, quantity, version, date and signatory; 2. Paper documents used on-site shall be stamped with red "CONTROLLED" seal and marked with distribution number as valid controlled versions; 3. External documents shall be stamped with "UNCONTROLLED" seal without version tracking; 4. Electronic documents are archived to designated server with hierarchical authority control.

5.5 文件修订控制 Document Revision Control

中文：当出现标准更新、工艺变更、管理优化、审核不符合项等情况时，责任部门提出修订申请，填写《文件编制/修订申请表》，按原审核批准流程执行。修订后版本号升级（A/0→A/1 依次递增），归口部门更新台账、回收旧版文件、发放新版文件，同步更新电子档版本。

English：In case of standard update, process change, management optimization, audit non-conformity and other situations, the responsible department shall put forward revision application, fill in the Document Preparation/Revision Application Form, and follow the original review and approval process. After revision, the version number will be upgraded incrementally (A/0→A/1). The centralized department shall update the ledger, recover old versions, issue new versions and synchronously update electronic documents.

5.6 文件作废、回收与销毁 Document Obsolescence, Recovery and Disposal

中文：1. 文件新版生效后，旧版自动作废；归口部门根据发放台账，全数回收各部门作废纸质文件，加盖「作废」印章；2. 作废文件需登记《文件作废回收台账》，作废文件可归档留存备查或按规定销毁；3. 严禁各部门私自留存、使用、复印作废文件；4. 永久作废文件从电子文档库移除或标注作废标识。

English：1. After the new version takes effect, the old version becomes obsolete automatically. The centralized department shall recover all obsolete paper documents from each department according to the issuance ledger and stamp with "OBSOLETE" seal; 2. Obsolete documents shall be registered in the Document Obsolescence and Recovery Ledger, which can be archived for future reference or disposed of in accordance with regulations; 3. Each department is prohibited from privately retaining, using and copying obsolete documents; 4. Permanently obsolete documents shall be removed from the electronic document library or marked as obsolete.

5.7 外来文件控制 External Document Control

中文：各部门接收的国标、行标、客户规范、法规等外来文件，需统一提交归口部门登记编号，核查有效性。有效外来文件纳入受控管理，发放至相关使用部门；失效外来文件及时作废回收，确保外来文件版本合规有效。

English：All external documents such as national standards, industrial standards, customer specifications and regulations received by each department shall be uniformly submitted to the centralized department for registration, numbering and validity verification. Valid external documents shall be included in controlled management and issued to relevant departments; invalid external documents shall be obsolete and recovered in a timely manner to ensure version compliance and validity.

5.8 电子文件管理 Electronic Document Management

中文：体系电子文件实行专人管理、权限管控，禁止私自修改、删除、转发。所有生效纸质文件必须同步留存对应电子原版，确保纸电版本完全一致。定期备份电子文件，防止文件丢失、篡改。

English：System electronic documents are managed by special personnel with authority control, prohibiting unauthorized modification, deletion and forwarding. All effective paper documents must be kept with corresponding original electronic versions synchronously to ensure complete consistency. Electronic documents shall be backed up regularly to prevent loss and tampering.

5.9 文件借阅与保管 Document Borrowing and Storage

中文：文件借阅需登记，限期归还，严禁私自带出公司、涂改、撕毁。各部门指定专人保管本部门体系文件，定期自查文件有效性，归口部门每季度开展文件管控专项检查。

English：Document borrowing requires registration and return within the time limit, prohibiting unauthorized taking out of the company, altering and tearing up. Each department designates special personnel to manage departmental system documents and check document validity regularly. The centralized department conducts special document control inspections quarterly.

6. 相关文件 REFERENCE DOCUMENTS

中文：ISO9001:2015 质量管理体系 要求

English：ISO9001:2015 Quality Management Systems - Requirements

7. 配套记录 RECORDS & FORMS

中文：

1. QR-01-01 文件编制/修订申请表

2. QR-01-02 文件发放台账

3. QR-01-03 文件作废回收台账

4. QR-01-04 文件借阅登记表

English：

1. QR-01-01 Document Preparation/Revision Application Form
2. QR-01-02 Document Issuance Ledger
3. QR-01-03 Document Obsolescence & Recovery Ledger
4. QR-01-04 Document Borrowing Registration Form

8. 附则 SUPPLEMENTARY PROVISIONS

中文：本程序由品控部负责解释，自批准发布之日起生效，原有相关文件规定与本程序不一致的，以本程序为准。

English：This procedure is interpreted by the Quality Department and takes effect from the date of approval and issuance. If the provisions of previous relevant documents are inconsistent with this procedure, this procedure shall prevail.