



ROSEWOOD MACHINE AND TOOL CO.	QMSP-1014 Controlled Print		
Not controlled in hard copy	Rev. 1.0	Date: 09/24/19	Page 1 of 3

Purpose

Establish a method of control for all drawing stored and in use at Rosewood Machine and Tool Co.

Scope:

- 1) *What is a Controlled Print stamp and why we use them?*
- 2) *Who is permitted to use and sign Controlled Print stamp?*
- 3) *Procedure for copying a Controlled Print to be used during production.*

Procedure

What is a controlled Print Stamp and why we use them?

A controlled print stamp is used to ensure that the data being utilized at Rosewood Machine and Tool Co. is the most current information that pertains to a particular job.

The following example shows a Controlled Print stamp



Any print, email, chart, customer notes, and document that is pertinent to the manufacturing of a product must be stamped as a controlled drawing. It is everyone's responsibility to ensure the information being utilized is the most current up-to-date information available at the time of production. At no time shall a product be manufacture using a print that is NOT stamped as a Controlled Print, unless directed by management. If a print is Not stamped as a Controlled Print contact your supervisor and or management to resolve the issue.

Note: All copies of a Controlled Print must be done in black and white; color copies are not permitted.

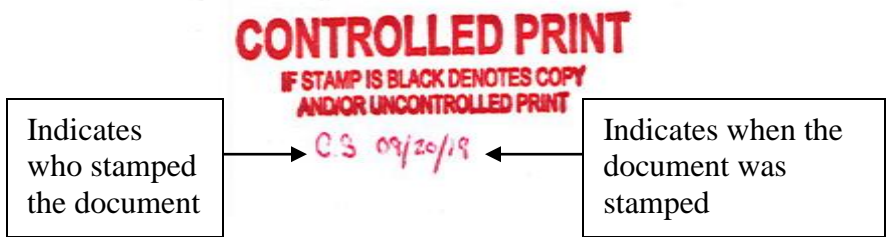


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Who is permitted to use and sign a Controlled Print stamp?

Only management and their representatives are permitted to stamp a document as a Controlled Print. All documents that have been stamped as Controlled Prints must be initialed and dated in RED ink, indicating who and when the documented was stamped.

Below is an example of a Controlled Print stamp that has been initialed and dated



Procedure for copying a Controlled Print to be used during production.

All copies of a Controlled Print must be done in black and white; color copies are not permitted. Anyone is permitted to make copies of controlled print documents.

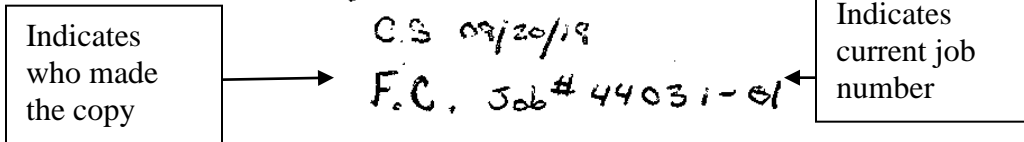
In the event that a product is being manufactured at different locations and at the same time, a black and white copy must be made of the controlled print. If a copy of the controlled print is being used to manufacture a product, the copy must be initialed by the person making the copy and current job number for the product.



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CONTROLLED PRINT

**IF STAMP IS BLACK DENOTES COPY
AND/OR UNCONTROLLED PRINT**



Indicates who made the copy

Indicates current job number

Copies of controlled prints are only permitted to be used for manufacturing a product with the same job number as indicated. Any hand written notes, dimension changes must be transcribed onto the original controlled print document after completion of the job. All copies will be disposed of and only the original controlled print document will remain.