

QMS – MASTER LIST OF DOCUMENTS**01 – Manuals**

SN	Document Title	Resp.	Doc. No.	Rev. No.	Rev. Date
1	DTPL - Quality Manual	MR	QM	Rev 02	01-04-2021
2	DTPL – HR Manual	HRD	HRM	Rev 02	01-06-2021

02 – Quality System Procedures

SN	Document Title	Resp.	Doc. No.	Rev. No.	Rev. Date
1	Changes to Quality Management Systems	MR	QSP/6300	Rev 0	01-01-2021
2	Human Resource	HR	QSP/7120	Rev 0	01-01-2022
3	Machine Maintenance	MTN	QSP/7150	Rev 0	01-01-2022
4	Control of Monitoring & measuring resources	QA	QSP/7150	Rev 0	01-01-2021
5	Control of Documented Information	MR	QSP/7530	Rev 0	01-01-2021
6	Sales – Requirements for products and services	SALES	QSP/8200	Rev 0	01-01-2021
7	Purchase – Control of externally provided P, P & S	PUR	QSP/8400	Rev 1	01-04-2021
8	Control of production and service provisions	PROD	QSP/8510	Rev 0	01-01-2021
9	Identification and Traceability	PROD	QSP/8520	Rev 0	01-01-2021
10	Release of products and services	QA	QSP/8600	Rev 0	01-01-2021
11	Control of nonconforming outputs	QA	QSP/8700	Rev 0	01-01-2021
12	Monitoring, measurement, analysis & evaluation	MR	QSP/9100	Rev 0	01-01-2021
13	Internal Audit	MR	QSP/9200	Rev 0	01-01-2021
14	Management review	MR	QSP/9300	Rev 0	01-01-2021
15	Nonconformity and corrective action	MR	QSP/1020	Rev 0	01-01-2021

03 – Reference Documents

SN	Document Title	Resp.	Doc. No.	Rev. No.	Rev. Date
1	Business Plan	Sales	RD/01	Rev 01	01-04-2022
2	Organization Chart	MR	RD/02	Rev 03	01-04-2022
3	Organizational roles, responsibilities & authorities	MGT	RD/03	Rev 02	01-04-2022
4	Actions to address Risks & opportunities	MGT	RD/04	Rev 02	01-07-2021
5	Quality Objectives	MGT	RD/05	Rev 01	01-04-2021
6	Competency Matrix	HRD	RD/06	Rev 0	01-04-2021
7	Control of externally provided P, P & S	PUR	RD/07	Rev 0	01-01-2021
8	Lost Order Analysis	SALES	RD/08	Rev 0	01-04-2021
9	Internal and External Communication	MR	RD/09	Rev 0	01-10-2021
10	List of approved suppliers	PUR	RD/10	Rev 0	01-04-2021
11	List of machines & equipment's	MTN	RD/11	Rev 0	01-04-2021
12	List of Calibrated Instruments	QA	RD/12	Rev 0	01-04-2021
13	List of Products with HSN Codes	Sales	RD/13	Rev 0	01-04-2021
14	List of Internal Auditors	MR	RD/14	Rev 0	01-04-2021
15	List of External Origin Documents	MR	RD/15	Rev 0	01-04-2021
16	Process Validation Report	Prod	RD/16	Rev 0	01-04-2021

04 – Work Instructions

SN	Document Title	Resp.	Doc. No.	Rev. No.	Rev. Date
1	WI – Screen Stretching	Prod	WI/01	Rev 0	01-01-2021
2	WI – Screen making	Prod	WI/02	Rev 0	01-01-2021
3	WI – Ink mixing	Prod	WI/03	Rev 0	01-01-2021
4	WI – Stock Slitting	Prod	WI/04	Rev 0	01-01-2021
5	WI – Stock Sheeting	Prod	WI/05	Rev 0	01-01-2021
6	WI – Screen Printing on CP1	Prod	WI/06	Rev 0	01-01-2021
7	WI – Screen Printing on FB1	Prod	WI/07	Rev 0	01-01-2021
8	WI – Screen Printing on FB2	Prod	WI/08	Rev 0	01-01-2021
9	WI – Plotter Cutting	Prod	WI/09	Rev 0	01-01-2021
10	WI – Sheet Inspection	QA	WI/10	Rev 0	01-01-2021
11	WI – Lamination & Sheet cutting	Prod	WI/11	Rev 0	01-01-2021
12	WI – Punching & Weeding	Prod	WI/12	Rev 0	01-01-2021
13	WI – Final Inspection	QA	WI/13	Rev 0	01-01-2021
14	WI – Packing	Prod	WI/14	Rev 0	01-01-2021
15	WI – Tax Invoice & E-way Bill Generation	Prod	WI/15	Rev 0	01-01-2021
16	WI – Digital Printing on DL01	Prod	WI/16	Rev 0	01-04-2022

MASTER LIST OF DOCUMENTS

05 – Formats (Sales)

SN	Document Title	Resp.	Doc. No.	Rev. No.	Rev. Date
1	Sales Turnover [STO]	Sales	F/01	Rev 0	01-01-2021
2	Delivery Performance	Sales	F/02	Rev 0	01-01-2021
3	NPD Feasibility Review	Sales	F/03	Rev 01	01-04-2021
4	Changes to requirements of products & services	Sales	F/04	Rev 0	01-01-2021
5	Customer Satisfaction survey	Sales	F/05	Rev 0	01-01-2021

06 – Formats (Purchase)

SN	Document Title	Resp.	Doc. No.	Rev. No.	Rev. Date
1	Vendor Registration & Assessment	PUR	F/01	Rev 0	01-04-2021
2	Purchase Order	PUR	F/02	Rev 0	01-01-2021
3	Supplier Evaluation	PUR	F/03	Rev 0	01-01-2021

07 – Formats (QA)

SN	Document Title	Resp.	Doc. No.	Rev. No.	Rev. Date
1	Incoming RM Inspection Report	QA	F/01	Rev 0	01-01-2021
2	Tools (Positives & Punches) Inspection Report	QA	F/02	Rev 0	01-01-2021
3	Nonconformity Log – External (Customer Complaints)	QA	F/03	Rev 0	01-01-2021
4	Nonconformity Log – Internal (Internal Rejections)	QA	F/04	Rev 0	01-01-2021
5	Nonconformity & Corrective Action Report	QA	F/05	Rev 0	01-01-2021
6	Pre-dispatch Inspection Report (PDIR)	QA	F/06	Rev 0	01-01-2021
7	Material Disposition (Nonconforming outputs)	QA	F/07	Rev 0	01-01-2021
8	IPQA	QA	F/08	Rev 0	01-04-2022

08 – Formats (MR)

SN	Document Title	Resp.	Doc. No.	Rev. No.	Rev. Date
1	Changes to QMS	MR	F/01	Rev 01	01-04-2021
2	Documented Information – Creating & Updating	MR	F/02	Rev 01	01-01-2021
3	Quality System Internal Audit Schedule	MR	F/03	Rev 0	01-01-2021
4	Auditor's Notes	MR	F/04	Rev 0	01-01-2021
5	Internal Audit Nonconformity & Corrective Action Report	MR	F/05	Rev 0	01-01-2021
6	NC & OFI Tracking sheet	MR	F/06	Rev 0	01-01-2021
7	MRM Report /Minutes of Meeting	MR	F/07	Rev 01	01-04-2021
8	Internal Audit Checklist	MR	F/08	Rev 01	01-04-2021

09 – Formats (Production)

SN	Document Title	Resp.	Doc. No.	Rev. No.	Rev. Date
1	Job Card – Screen Printing	Prod	F/01	Rev 01	01-04-2021
2	Job Card – Plotter Cutting [Under Review]	Prod	F/02	Rev 0	01-01-2021
3	Log book – Screen Stretching	Prod	F/03	Rev 0	01-01-2021
4	Log Book – Screen Exposing	Prod	F/04	Rev 0	01-01-2021
5	Log Book – Screen Verification	Prod	F/05	Rev 0	01-01-2021
6	Log Book – Ink Making	Prod	F/06	Rev 0	01-01-2021
7	Log Book – Stock Slitting	Prod	F/07	Rev 0	01-01-2021
8	Log Book – Stock Sheeting	Prod	F/08	Rev 0	01-01-2021
9	Log Book – CP1	Prod	F/09	Rev 0	01-01-2021
10	Log Book – FB1	Prod	F/10	Rev 0	01-01-2021
11	Log Book – FB2	Prod	F/11	Rev 0	01-01-2021
12	Log Book – Plotter Cut [Under Review]	Prod	F/12	Rev 0	01-01-2021
13	Log Book – Lamination	Prod	F/13	Rev 0	01-01-2021
14	Log Book – Punching	Prod	F/14	Rev 0	01-01-2021
15	Log Book – Finished Goods	Prod	F/15	Rev 0	01-01-2021
16	Machine Loading Chart	Prod	F/16	Rev 0	01-01-2021
17	Productivity Report – CP1	Prod	F/17	Rev 0	01-01-2021
18	Productivity Report – FB1	Prod	F/18	Rev 0	01-01-2021
19	Productivity Report – FB2	Prod	F/19	Rev 0	01-01-2021
20	Yield Report	Prod	F/20	Rev 0	01-01-2021
21	Digital Docket [Under Review]	Prod	F/21	Rev 0	01-01-2021
22	Standard Printing Parameters	Prod	F/22	Rev 0	01-01-2021
23	List of Shade formulations	Prod	F/23	Rev 0	01-01-2021
24	Machine Breakdown Maintenance Record	MTN	F/24	Rev 0	01-04-2021
25	Machine Preventive Maintenance Schedule	MTN	F/25	Rev 0	01-04-2021
26	Safety Record & Log book	MTN	F/26	Rev 0	01-01-2021
27	Digital Log Book	Prod	F/27	Rev 0	12-05-2022
28	Critical Spare List	MTN	F/28	Rev 0	01-04-2022
29	Digital Job Card	Prod	F/29	Rev 0	12-05-2022

10 – Formats (HR)

SN	Document Title	Resp.	Doc. No.	Rev. No.	Rev. Date
1	Skill Matrix	HR	F/01	Rev 01	01-04-2021
2	Training Calendar	HR	F/02	Rev 02	01-01-2022
3	Training Record	HR	F/03	Rev 0	01-01-2021
4	Effectiveness of Training	HR	F/04	Rev 0	01-01-2021
5	Employee Score Card	HR	F/05	Rev 0	01-06-2021

11 – Master List of Documents

SN	Document Title	Resp.	Doc. No.	Rev. No.	Rev. Date
1	Master List of Documents	MR	ML	Rev 02	01-04-2022

Review date: 01-06-2022

Prepared by: MR

Approved by: Managing Director