HEALTH, SAFETY, ENVIRONMENTAL AND QUALITY MANAGEMENT PROCEDURE FOR DESIGN AND DEVELOPMENT

TABLE OF CONTENTS

1. APPROVAL

Document Control			
Document:	HSEQ-MP-25 – Design and Development		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	**Position:**	Insert Position
Reviewed By:	Insert Person	**Position:**	Insert Position
Approved By:	Insert Person	**Position:**	Insert Position
This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.			

Amendment Record				
Version	**Date**	**Context**	**Section**	**Summary of Amendments**
1.0	Insert Date	To establish a process for the management of design and development methodologies.		Original

The latest revision of this procedure is on Insert Your Company intranet site.

It is the responsibility of the individual to ensure that any hardcopy is the current revision.

A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	Design and Development			**Rev:**	1.0
Uncontrolled Copy:	✓		**Controlled Copy:** ✓	**Date:**	Insert Date

2. PURPOSE

The purpose of this procedure is to ensure that design and development interfaces among Insert Your Company organizational functions and groups are defined and professionally managed, and to ensure effective communication and the clear assignment of responsibility.

3. SCOPE

This procedure applies to the design and develop[illegible] process [illegible] is conducted under Insert Your Company controlled condi[illegible] Wher[illegible]e de[illegible] development process is outsourced, the supplier mu[illegible] [illegible]eq[illegible] of this procedure and provide objective evide[illegible] [illegible] Yo[illegible]pany requirements were met.

4. TERMS AND DEFINITIONS

Term	Definition
Audit Evidence	Do[illegible]tion, [illegible]em[illegible]rds and may also include phy[illegible]
Documented Information	Any [illegible]ment, [illegible]or other information which is nece[illegible]y for th[illegible]on of processes or is required by the [illegible]ty [illegible]and [illegible]system. It can include photographs, [illegible]ams, [illegible]ocess maps, procedures and can be on [illegible]me[illegible] paper or electronic.
Non-Co[illegible]rmity	Non[illegible] of a requirement.
Non-Conf[illegible] Report	A [illegible]hat documents the details of a non-conformance ide[illegible]ed in an audit or other process review.

5. [illegible]ONSIBILITIES

Ma[illegible]nsible for:

- E[illegible]hat the design and development process is established and ma[illegible]ed.
- Ensuring that all designed and developed processes meet the desired requirements, specifications and performance standards.
- Maintaining a system for design and development reporting and record keeping.

Production and Engineering Personnel are responsible for:

- Determining the causes of design and development non-conformities.
- Reviewing the effectiveness of corrective actions.
- Adhering to this documented procedure.