

HEXATECH	QUALITY SYSTEM ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	Amendment Record	Revision No.: 0		Document Ref.: QSA-REC-AR

Amendment Statement

All amendments and revisions pertaining to this documented information (procedure or record) shall be incorporated and updated by the person in charge and informed to the ISO Manager. The amendment and revision on any section or appendix of this documented information shall be carried out by updating the entire section or appendix.

All such amendments and revisions incorporated in this documented information shall be shown on the Amendment Record Listing of each respective documented information (see below). The latest revision number, issue number and document effective date of the affected section or appendix shall be shown on the top of each amended page i.e. the header box.

The initial Issue Number (Issue No.) shall be defined as 1 with a corresponding Revision Number (Revision No.) of 0. It follows that Issue No. 2 would relate to major structural changes made to the Quality Management System (QMS) whereas Revision No. 1 relates to minor adjustments or changes and so forth on each documented information page. The document effective date pertaining to the current Issue No. and Revision No. shall be described in the documented information accordingly (as below).

Amendment Record Listing

Document Title:	Issue No. 1	Revision No.: 0	Document Effective Date: 01 Mar 2017
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No.	Document Ref.:	New Issue No.	New Revision No.	Document Effective Date	Page No.	Amendment Description
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						