

Annex A

DOCUMENT DATA CONTROL LIST

Document Name	Issue No*	Create Date	Date of Revision	Reason for Change	Document Type	Document Code *(optional)
TESTING OF BALLISTIC PROTECTION PRODUCT	01	Tuesday, 20 Nov	Wednesday, 20 Feb		Procedure (PRO)	
AQL 4	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Format/Record (FM)	
BULLETPROOF JACKET FOLDING & STITCHING (ASSEMBLY LINE)	01	Tuesday, 20 Nov	Wednesday, 23 Jan		Work Instruction (WI)	
Customer Complaints, Measuring customer satisfaction and feedback.	01	Tuesday, 20 Nov	Wednesday, 13 Mar		Procedure (PRO)	
Customer Supplied Product	01	Tuesday, 20 Nov	Wednesday, 13 Mar		Procedure (PRO)	
CUTTING, SKIVING & SPLITTING OF UPPER COMPONENTS.	01	Tuesday, 20 Nov	Wednesday, 23 Jan		Work Instruction (WI)	
CUTTING, SKIVING, & SIZE NUMBERING OF BOTTOM COMPONENTS	01	Tuesday, 20 Nov	Wednesday, 23 Jan		Work Instruction (WI)	
Fabric Cutting for Bulletproof Jacket	01	Tuesday, 20 Nov	Wednesday, 23 Jan		Work Instruction (WI)	
FINISHING & PACKING	01	Tuesday, 20 Nov	Thursday, 31 Jan		Work Instruction (WI)	
FOLDING & STITCHING (ASSEMBLY LINE)	01	Tuesday, 20 Nov	Thursday, 31 Jan		Work Instruction (WI)	
FOLDING & STITCHING (FULL PIECE)	01	Tuesday, 20 Nov	Thursday, 31 Jan		Work Instruction (WI)	
FUSING & LOT SETTING	01	Tuesday, 20 Nov	Thursday, 31 Jan		Work Instruction (WI)	

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Hand Lasting	01	Tuesday, 20 Nov	Wednesday, 23 Jan		Work Instruction (WI)	
Handling, Storage, Packaging & Delivery (Shoe)	01	Tuesday, 20 Nov	Wednesday, 20 Feb		Procedure (PRO)	
Handling, Storage, Packing, Packaging & Delivery (Garment)	01	Tuesday, 20 Nov	Wednesday, 20 Feb		Procedure (PRO)	
Immediate Corrective Action Request (ICAR)	01	Tuesday, 20 Nov	Monday, 28 Jan		Format/Record (FM)	
Incoming Material Inspection Report	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Format/Record (FM)	
Inspection & Testing, Inspection & Test Status and Control of Non-Conforming Product	01	Tuesday, 20 Nov	Wednesday, 13 Mar		Procedure (PRO)	
INSPECTION AND TESTING (Garment)	01	Tuesday, 20 Nov	Wednesday, 20 Feb		Procedure (PRO)	
Inspection Report Garment	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Format/Record (FM)	
Inspection Report Shoes	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Format/Record (FM)	
JD - Checker	01	Tuesday, 20 Nov	Friday, 30 May		Job Descriptions (JD)	
JD - Leather Technician	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Job Descriptions (JD)	
JD - Machine Operator	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Job Descriptions (JD)	
JD - Manager I.T.	01	Tuesday, 20 Nov	Tuesday, 3 Sep		Job Descriptions (JD)	

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JD - Manager Representative	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Job Descriptions (JD)	
JD - Marketing Manager (Export)	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Job Descriptions (JD)	
JD - Store Keeper	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Job Descriptions (JD)	
Lining Cutting	01	Tuesday, 20 Nov	Thursday, 31 Jan		Work Instruction (WI)	
LOT SETTING, CLOSING & EYELETING	01	Tuesday, 20 Nov	Wednesday, 23 Jan		Work Instruction (WI)	
LYRA ISO 9001:2008 Master File		Saturday, 31 Mar	Wednesday, 16 Jan		System Master File (SMF)	
Measurement Chart	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Format/Record (FM)	
MOULDING	01	Tuesday, 20 Nov	Wednesday, 23 Jan		Work Instruction (WI)	
PAIRING, POLISHING, FINISHING & PACKING	01	Tuesday, 20 Nov	Wednesday, 23 Jan		Work Instruction (WI)	
Pattern Making (Shoes)	01	Tuesday, 20 Nov	Wednesday, 20 Feb		Procedure (PRO)	
Pattern Making, Stowage, Issue & Retrieval of Production and Samples Patterns (Garments)	01	Tuesday, 20 Nov	Thursday, 31 Jan		Work Instruction (WI)	
Product Identification and Traceability (Garment)	01	Tuesday, 20 Nov	Wednesday, 13 Mar		Procedure (PRO)	
Product Identification and Traceability (Shoe)	01	Tuesday, 20 Nov	Wednesday, 20 Feb		Procedure (PRO)	

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SAMPLE MAKING	01	Tuesday, 20 Nov	Wednesday, 13 Mar		Procedure (PRO)	
Sample Order Sheet	01	Tuesday, 20 Nov	Wednesday, 30 Jan		Format/Record (FM)	
SELECTION, MATCHING, BUNDLING, CUTTING AND ROLL CHECKING.	01	Tuesday, 20 Nov	Thursday, 31 Jan		Work Instruction (WI)	
SPECIAL PROCESS DIRECTLY MOULDING RUBBER & INJECTION MOULDING PVC SOLE	01	Tuesday, 20 Nov	Wednesday, 20 Feb		Procedure (PRO)	
Supplier Evaluation & Purchase of Store	01	Tuesday, 20 Nov	Wednesday, 13 Mar		Procedure (PRO)	
Trim Card Garments	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Format/Record (FM)	
Trim Card Shoes	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Format/Record (FM)	
Upper Cutting Inspection Report	01	Tuesday, 20 Nov	Tuesday, 12 Mar		Format/Record (FM)	
Business Development & Sales		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Calibration		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Change Management Procedure		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Context of the Organization		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Control of Non-Conforming Product		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	

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Control of Records Procedure		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Corrective Action Procedure		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Customer Property Procedure		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Identification & Traceability Procedure		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Internal Auditing Procedure		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
JD - Marketing Manager	01	Tuesday, 20 Nov	Monday, 5 Sep		Job Descriptions (JD)	
LASTING	01	Tuesday, 20 Nov	Tuesday, 15 Jul		Work Instruction (WI)	
Management Review Procedure		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Outsourced Processes Procedure		Tuesday, 20 Nov	Tuesday, 6 Sep		Procedure (PRO)	
Preservation & Handling Procedure		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Preventive Maintenance Procedure		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Purchasing Procedure		Tuesday, 20 Nov	Friday, 5 Aug		Procedure (PRO)	
Quality Manual 9001:2015	01	Tuesday, 20 Nov	Saturday, 3 Sep		Manual (MAN)	

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