



Document and Record Control SOP

1. Purpose

This SOP describes policies, procedures, and record keeping requirements for all documents (SOPs, Instructions, Forms) subject to document control. To ensure that all parties are using the most current document, the most current electronic version must be verified and if a printed copy is challenged, the record control including the version number in the footer must match one another. All printed copies of any document are to be considered uncontrolled unless verified by this process*.

**EXCEPTIONS-The Kalitta Charters, LLC. Quality Manual and Operations Process Manual should never be accessed/retained in print form.*

2. Scope

This describes Kalitta Charters, LLC. process for:

- Approval process
- Creating and naming all controlled documents
- Revision of controlled documents
- Revision Control
- Storage of Documents

3. Policy

3.1 Responsibilities

Senior Management will approve all new documents covered by the scope.

The Quality Leader will approve all revisions.

3.2 Procedure

3.2.1 Creation of new documents

- Controlled documents must use the correct template for each type of controlled document. The template will have a prebuilt header with logo and a title place marker as well as a prebuilt footer with naming convention place marker (described in next bullet).



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- Each document must include a standard naming convention as an identifier in the footer for exacting identification purposes which will include the following:
 - I. Document ID
 - FRM (Form)
 - SOP (Standard Operating Procedure)
 - OPS (Operations)
 - TRA (Training)
 - QMS (Quality)
 - SEC (Security)
 - CWI (Client Work Instruction)
 - IWI (Internal Work Instruction)
 - CPA (CAPA)
 - II. Department ID
 - OP (Operations)
 - QA (Quality)
 - WA (Warehouse)
 - III. Document Title and Version
 - Documents will be named with various titles such as Document Control SOP, Operations Control Manual, Visitor Log, etc.
 - Following the Department ID will list the version number of the document. This will be listed as v.1.0, v.2.4, etc. There will be no space between the lower case "v" and the number. Numerical range will be 1.0-1.9, 2.0-2.9, etc.
 - IV. A hyphen will be used to separate the Document ID, Department ID, and Document Title and Version.

Examples: *FRM-OP-Visitor Log v.1.3* -or- *SOP-QA-Document Control v.1.0*

3.2.2 Revision of Documents

- When a change to a document is proposed by a team member, it should be communicated in writing to the Quality Leader. If the change is approved, it will be documented and recorded on the Revision Control. Actual change will occur upon the subsequent release of the document under a new version.



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3.2.3 Revision Control

- All changes must be documented in the Revision Control section of the document. The Quality Leader will assess when the appropriate time will be to adjust existing documents. Minor changes may get logged and updated with a new version after 30 days, or each quarter. Major changes may need to be implemented immediately regardless of when the last change was implemented.

3.2.4 Storage of Documents

- All controlled documents will be published in the Kalitta Charters Portal at <https://kalittaportal.com>.
- When a completed controlled document is published, the Quality Leader will update the team when a new document or change of high importance is published. Otherwise, the team should always access fresh versions electronically for each shift as needed.
- The Quality Leader will continually remind the team that printed versions are considered “uncontrolled” and will only be used when necessary.
- The Quality Leader will be responsible for keeping all controlled document folders on the SharePoint site clean of older versions and associated clutter.
- Access to the SharePoint site, outside of Senior Management and the Quality Leader, should be “read only”.

3.2.5 Control of Records

Kalitta Charters, LLC. will safely and securely store program records for a maximum of 3 years (unless otherwise required). All paper records are kept in the 135 Dispatch Center in the Flight Manager’s office with documented procedures posted detailing what can be destroyed and when. Electronic records are purged once the item needs recurrent training. Destruction of paper records can take place through either normal waste procedures, or recycling procedures. Records consist of any executed document with a document ID or is considered controlled. These include audits, CAPAs, objective evidence, training, etc. At the end of record lifecycle, client records will be dispositioned as appropriate.

3.3 Related Documents

Kalitta Charters SOP Form Master, Kalitta Charters CAPA Form Master, Kalitta Charters Form Template Master



RECORD OF REVISIONS

Version	Description of Change	Revision Effective Date	Revision By (initials)
1.0	Original Issuance	20 Apr 23	MEF TCL