



Product Approval Work Instruction	Work Instruction No.: PAD 12.14
01/11/2025 (09-04-2026)	Work Instruction: Documents Management

Change follow up

Revision	Date	Changes

1. General

1.1 Scope

- 1.1.1 This work instruction defines the structure and rules for dealing with controlled documents of the Product Approval Directorate (PAD).

1.2 Objectives

- 1.2.1 To ensure a uniform method for preparing controlled documents in the Product Approval Directorate and integrating external documents, as well as maintaining them and removing obsolete documents, in order to facilitate the use of these documents.

1.3 Applicability

- 1.3.1 Applies to all employees of the Product Approval Directorate.

2. Applicable documents

2.1 Documents mentioned in this work instruction

- 2.1.1 ISO/IEC 17065- Conformity assessment—Requirements for bodies certifying products, processes and services
- 2.1.2 ISO/IEC 17020- Conformity assessment—Requirements for the operation of various types of bodies performing inspection
- 2.1.3 ISO/IEC 17025- General requirements for the competence of testing and calibration laboratories is the main standard used by testing and calibration laboratories
- 2.1.4 PAD12.01- Quality Manual
- 2.1.5 PAD 12.11- New standards in the Standard Mark System



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2.2 Appendices and forms

None.

3. Definitions and terms

3.1 Controlled Documents- Documents prepared in the PAD that relate to the requirements of the certification process, and surveillance of PAD's activities

3.2 External Documents- Documents prepared by a body external to the PAD that may influence the certification process, such as standards, regulations, and documents from SII, SII-QLD, and procedures for specific standards.

4. Details and instructions

4.1 General

- 4.1.1 The Product Approval Directorate Quality Manual (**PAD12.01**) will include a full list of all controlled documents of the PAD. This list will be updated periodically and when the need arises.
- 4.1.2 All controlled documents will be in English versions at all times. New documents will be prepared in English, and any changes made will be identified in the change table.
- 4.1.3 Controlled documents shall be authorized by the Head of the PAD.
- 4.1.4 Following a change or a series of small changes, the Head of the PAD will authorize the updated versions of controlled documents and they shall be distributed to all members of the PAD. The Head of the PAD will ensure that all relevant parties to each modified document shall receive the new version.
- 4.1.5 Changes in standards and regulations will be notified upon by the legal consultant, in accordance with PAD 12.11-New Standard Work instruction.
- 4.1.6 The Head of PAD is responsible for the review of all external documents every year for updates. If a change has been made, the updates will be distributed to all relevant members of the Product Approval Directorate. Resulting changes to procedures and practices at PAD are also the responsibility of the Head of PAD. Appendix A lists

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the external documents relevant to Standard Mark procedures, including their identification and control.

4.1.7 Changes of documents require a change of the revision number.

4.1.8 Updated printed versions of all procedures, work instructions, and forms shall be available at the PAD.

4.2 The structure and format of work instructions

4.2.1 Work instructions of the Standard Mark Operations Directorate shall include the following articles:

- A. General (including “scope”, “objectives”, and “applicability”).
- B. Applicable documents (including “documents mentioned in the work instruction”, and “appendix and forms”).
- C. Definitions and Terms.
- D. Details and instructions of the work instruction.

4.2.2 The PAD work instructions shall be numbered as: PAD- 12.AA, where AA=work instruction number.

4.2.3 All work instructions shall be signed by the Head of the PAD.

4.2.4 All work instructions shall have the SII, Laboratory , and Standard Mark logos and an indicative name.

4.2.5 All work instructions shall have a revisions box to record the latest versions and revisions.

4.3 The structure and format of forms

4.3.1 PAD forms will have a clear indicative name that will be presented at the top of the first page.

4.3.2 All forms shall have the SII and laboratory division logos.

4.3.3 PAD forms shall be numbered as: PAD AAA, where AAA=form number.

4.3.4 Each form will specify which work instruction it is related to.



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4.4 Version Control

- 4.4.1 All changes made for new versions of work instructions shall be detailed in the revisions box at the top of the document, including the revision number, date of revision, and details on the edited section.
- 4.4.2 Each new version of a work instruction or form will contain an updated footer that lists the most recent version number.

Appendix A- List of External Documents to the PAD



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<u>Document</u>	<u>Control</u>
SII Procedure 069	Reviewed every year during December by the Quality Manager
SII Procedure 52	Reviewed every year during December by the Quality Manager
SII Procedure 39	Reviewed every year during December by the Quality Manager
Guidelines and instructions of the Commissioner of Standards regarding the import of goods to which an official standard applies	Reviewed every year during December by the Quality Manager
Standards Law	Reviewed every year during December by the Quality Manager
Standards Order	Reviewed every year during December by the Quality Manager
Standards Regulations	Reviewed every year during December by the Quality Manager
List of Standards used in PAD certification	Updated by head of PAD as relevant
Quality Manual of SII	Reviewed every year during December by the Quality Manager
International Standards (ISO/IEC 17065, ISO/IEC 17025, ISO/IEC 17020,	Reviewed every year during December by the Quality Manager

Accreditation body requirements	Reviewed every year during December by the Quality Manager
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