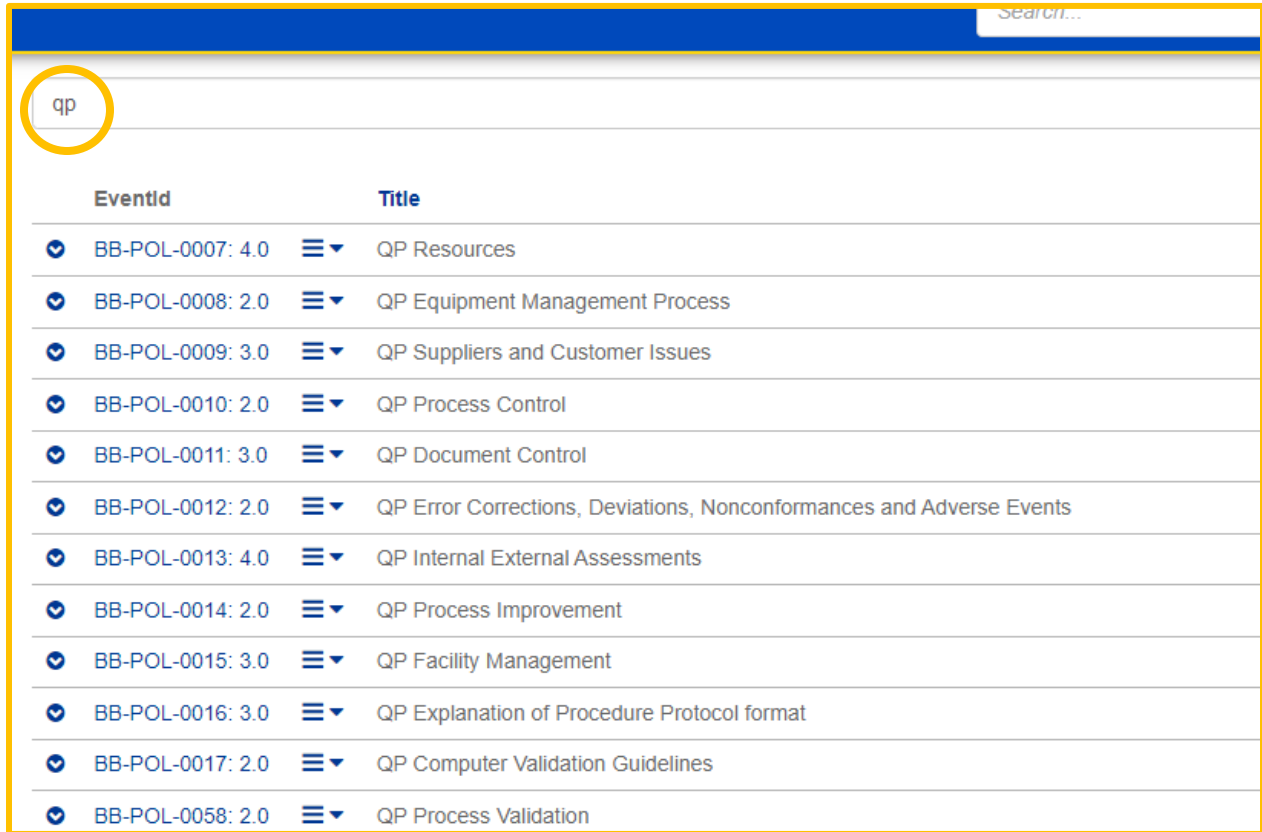


In Title21:

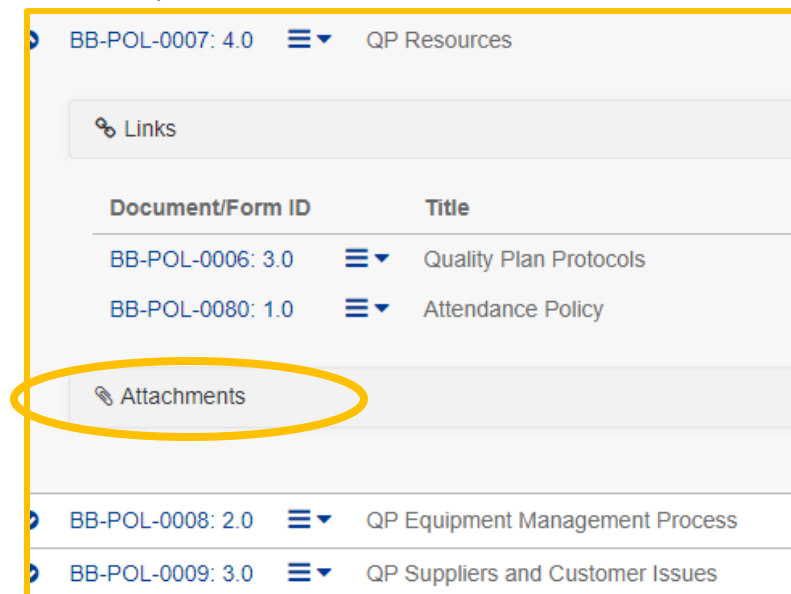
1. In the "Search Bar" below the blue line (for THIS assignment) – type QP to bring up all the QP (Quality Plan) associated policies. Doing so will bring up the list you see below.



The screenshot shows a search bar at the top right with the text "Search...". Below it, a search input field contains the text "qp". The search results are displayed in a table with two columns: "EventId" and "Title". Each row includes a small blue checkmark icon to the left of the "EventId" column and a menu icon to the right of the "EventId" column.

EventId	Title
BB-POL-0007: 4.0	QP Resources
BB-POL-0008: 2.0	QP Equipment Management Process
BB-POL-0009: 3.0	QP Suppliers and Customer Issues
BB-POL-0010: 2.0	QP Process Control
BB-POL-0011: 3.0	QP Document Control
BB-POL-0012: 2.0	QP Error Corrections, Deviations, Nonconformances and Adverse Events
BB-POL-0013: 4.0	QP Internal External Assessments
BB-POL-0014: 2.0	QP Process Improvement
BB-POL-0015: 3.0	QP Facility Management
BB-POL-0016: 3.0	QP Explanation of Procedure Protocol format
BB-POL-0017: 2.0	QP Computer Validation Guidelines
BB-POL-0058: 2.0	QP Process Validation

2. When there is a little **✓** to the left of the policy # - this indicates that there are attachments to the policy (procedure).
 - a. Click on the down-arrow BEFORE opening the document. This is what you will see:
 - Reason I say "BEFORE" is because, once you open the document the little arrow on the left goes away.....and you can't open the attachments..... you can do it how you please – but, this is the easiest way, I think.....

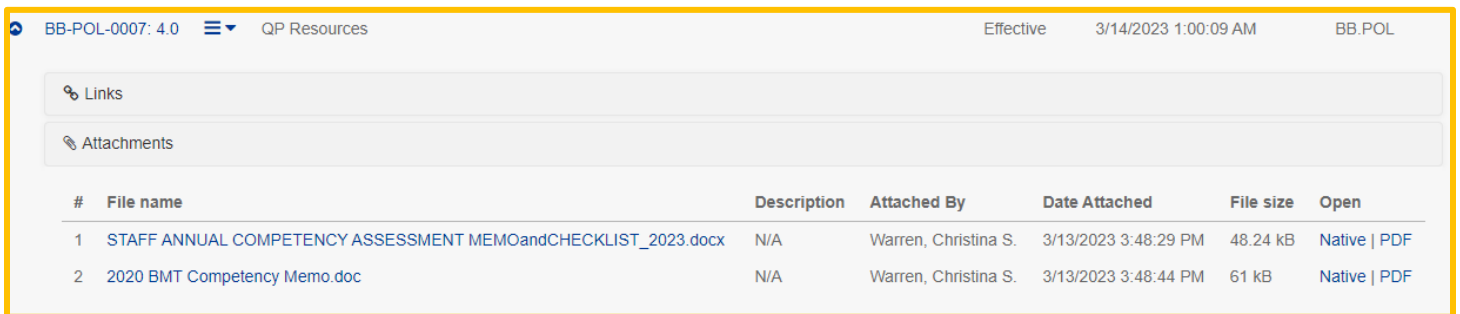


The screenshot shows a document view for "BB-POL-0007: 4.0 QP Resources". It features a "Links" section with a table of document links and an "Attachments" section. The "Links" table has columns for "Document/Form ID" and "Title".

Document/Form ID	Title
BB-POL-0006: 3.0	Quality Plan Protocols
BB-POL-0080: 1.0	Attendance Policy

The "Attachments" section is circled in yellow.

- b. The first section is “Links” – feel free to read the links – but you may end up down a never-ending rabbit hole.
- c. More important are the “ATTACHMENTS” which you see below the Links. Click on the little paperclip and you will see this:



The screenshot shows a document interface for 'BB-POL-0007: 4.0' under 'QP Resources'. It features a 'Links' section and an 'Attachments' section. The attachments are listed in a table with columns for '#', 'File name', 'Description', 'Attached By', 'Date Attached', 'File size', and 'Open'.

#	File name	Description	Attached By	Date Attached	File size	Open
1	STAFF ANNUAL COMPETENCY ASSESSMENT MEMOandCHECKLIST_2023.docx	N/A	Warren, Christina S.	3/13/2023 3:48:29 PM	48.24 kB	Native PDF
2	2020 BMT Competency Memo.doc	N/A	Warren, Christina S.	3/13/2023 3:48:44 PM	61 kB	Native PDF

- d. To open the attachment, you can click on either the word “Native” or the letters “PDF” all the way to the right of the attachment.
 - “Native” will download the WORD document.
 - PDF will open the attachment in a PDF file (my preference).
- e. Review the attachment.

Proceed through all of the documents and attachments. Once completed, “sign” the attestation.

Future assignments will just include a list of required documents to review – not detailed instructions like these. The process is the same for all.