Document Control Procedure Template

1. Purpose:

The purpose of this document control procedure is to ensure the effective management of documented information within [Organization Name], in accordance with ISO 9001:2015 requirements. This procedure establishes the processes for creating, reviewing, approving, distributing, and revising documents to maintain accuracy, consistency, and compliance with quality management standards.

2. Scope:

This procedure applies to all documented information generated, utilized, or maintained by [Organization Name] as part of its Quality Management System (QMS).

3. Responsibilities:

- **Quality Manager:** The Quality Manager is responsible for overseeing the implementation of this document control procedure and ensuring compliance with ISO 9001 requirements. Responsibilities include:

  - Establishing document control processes and procedures.

  - Providing training and guidance on document control requirements.

  - Monitoring the effectiveness of document control activities and initiating improvements as necessary.

- **Document Owners:** Document Owners are responsible for creating, updating, and maintaining documents within their area of expertise. Responsibilities include:

  - Ensuring that documents are accurate, up-to-date, and aligned with relevant standards and procedures.

  - Reviewing and approving documents before distribution.

  - Notifying the Quality Manager of any changes or updates to documents.

- **Document Controllers:** Document Controllers are responsible for managing the day-to-day activities related to document control. Responsibilities include:

  - Maintaining a central repository of all documents and records.

  - Ensuring that document numbering, naming, and version control are maintained consistently.

Sample Document Control Procedures

Food and Agriculture Organization of the United Nations ,International Seed Testing Association

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How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements Stephanie L. Skipper,2015-10-14 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The document control system DCS or documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations and a full set of formatted procedures and document templates are available for download to get you off to an even faster start This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system

Environmental and Quality Systems Integration William C. Culley,2019-09-17 Global competition corporate downsizing and corporate restructuring have forced many firms to reevaluate their operating methods Today corporations must do more with less while still watching the bottom line and improving profitability ISO 14000 and ISO 9000 because of their similar management system requirements and auditing procedures are g **The Process Approach Audit Checklist for Manufacturing** Karen Welch,2004-12-31 Finally a comprehensive process audit checklist has been developed to be used with ISO 9001 2000 This manual was developed to assist anyone involved with conducting or planning quality system audits including quality auditors quality managers quality system coordinators management representatives and quality engineers In addition potential auditees in any function or position should find the questions useful in preparing for an audit Although the checklist could be amended to work for a service company the manual was created with a focus on the manufacturing sector to cover common processes such as production management customer related design and development training purchasing etc The manual includes a brief overview of the process approach discussion of problem areas often found by third party auditors the process audit checklist and forms to be used in conjunction with the process audit checklist to increase audit effectiveness **Guidelines for the establishment and management of seed testing laboratories** Food and Agriculture Organization of the United Nations ,International Seed Testing Association,2023-06-19 This Joint ISTA and

FAO Handbook provides comprehensive guidelines for the setting up and managing of seed testing laboratories including those that cater to small and medium scale seed enterprises and farmers cooperatives which operate in low input production systems The adherence to the guidelines by seed testing laboratories results in the use of uniform procedures across the board thereby facilitating inter laboratory transferability of data This harmonization enhances confidence in seed quality assurance mechanisms The publication is an update of a previous one that was also jointly published by both organizations in 1969 and revised in 1979 and 1983 Its utility is enhanced by a set of new up to date information that builds upon existing data The Handbook provides guidance on the range of seed testing equipment procedures and management systems that have become available in the several decades since the previous editions Seed testing is a critical component of the seed value chain and is essential for the production of quality seeds i e seeds that are alive can germinate and produce vigorous seedlings are healthy and come from lots that meet set thresholds for genetic and analytical purity The Handbook covers all aspects of seed testing from laboratory design and equipment selection to sample preparation testing methods and data analysis Importantly the publication also addresses the challenges of testing seeds in low input systems and provides guidance on how to adapt procedures to these settings Therefore it serves as a reference material and training resource for everyone involved in seed quality assurance procedures in particular the personnel of seed testing laboratories and regulatory agencies seed producers and farmers The updated publication represents a significant improvement over previous guidelines as it incorporates advances in technology and provides guidance on a broader range of testing procedures The guidelines are designed to be adaptable to different contexts and seed types and include recommendations for quality management systems proficiency testing and inter laboratory comparisons which are essential for ensuring the accuracy and reliability of seed testing results **Annual Book of ASTM Standards** ASTM International,American Society for Testing and Materials,2004 *Technical Writing Process* Kieran Morgan,Alison Pickering,Amanda Butler,Caity Cronkhite,Felicity Brand,John New,Steve Moss,Swapnil Ogale,2024-02-29 From the basics to advanced skills the Technical Writing Process is your comprehensive guide to the art and science of crafting technical documentation With eight core steps Plan Design Write Edit Review Translate Publish and Manage this guide integrates both classical writing principles and the transformative potential of modern tools like AI This book is more than a guide it s an invitation to embrace the art of writing instructions with the mentorship of our experienced technical writers Whether you re a novice writer or an industry stalwart aiming to refine your technical communication skills this book offers a blend of tried and true methods with the power of new age tools AI as a significant element of the modern toolkit receives special attention helping readers stay ahead of the curve Features Insights from industry experts around the world Real world case studies and examples Comprehensive chapters on techniques and concepts Downloadable templates to support each step in the process For exclusive discounts on our premium content use the coupon code in this book About the Authors Our writing team composed of top notch technical

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