

Document Control System Template – Example

Document List

Document ID	Document Name	Document Type	Source Area	Status	Last Revision Date	Revisions Performed to Date
PC-000-001	IT Safety Protocol	Policy	Safety	Approved	05/01/2013	3
PC-000-002	Changing Station Maintenance Guide	Manual	Operations	Review	06/15/2013	4
PC-000-003	Software User Guide	Manual	IT	In Progress	07/20/2013	2
PC-000-004	Regulatory Compliance Checklist	Checklist	Compliance	Outdated	08/10/2013	5

Action Plans

Non-Conformity Issue	Planned Action	Responsible	Dept.	Deadline	Next In	Status
Incomplete budget review	Implement strict oversight for budget submissions	Alicia Rodriguez	Finance	08/15/2013	Audit meeting	In Progress
Mising campaign reports	Increase mandatory quarterly report submission	Mark Gomez	Marketing	08/15/2013	Strategy meeting	Completed
Outdated regulatory updates	Expand regulatory monitoring process	David Bennett	Compliance	10/01/2013	Audit Review	In Progress
Insufficient cybersecurity	Revise cybersecurity	Guillermo	IT	08/20/2013	Network audit	Completed
Inaccurate maintenance logs						In Progress

Audit Team

Name	Area	Role	Email	Telephone	Status
Alicia Rodriguez	Finance	Auditor	alicia.r@northwindcompany.com	(505) 555-1234	Active
Mark Gomez	Marketing	Lead Auditor	mark.gomez@compans.com	(877) 555-5678	Active

Appointments

Audit ID	Department	Non-Conformity Issue	Severity	Status
AUD-001	Finance	Incomplete budget review	Critical	Completed
AUD-002	Marketing	Mising campaign reports	Minor	Completed
AUD-003	Compliance	Outdated regulatory updates	Critical	In Progress
		Insufficient cybersecurity protocol	Critical	Completed
		Inaccurate maintenance logs	Warning	In Progress

Planning

Audit ID	Date	Type	Standards	Schedule	Performed	Status	Non-Conformities Identified	Non-Conformities Resolved	% Resolution
AUD-001	07/01/2013	Internal	ISO 9001:2015	14 days	10 days	Completed	3	3	100%
AUD-002	08/01/2013	External	ISO 14001	10 days	7 days	Incomplete	2	1	50%
AUD-003	09/10/2013	Internal	ISO 27001	7 days	7 days	Completed	1	1	100%
AUD-004	07/20/2013	Internal	ISO 45001	12 days	11 days	Completed	2	2	100%
AUD-005	08/01/2013	External	ISO 9001:2015	15 days	10 days	Incomplete	7	4	57%

Document Control Procedures Word Templates

Jay J. Schlickman



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