

# 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PC-000-004	Regulatory Compliance Checklist	Checklist	Compliance	Outdated	08/10/2013	5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Outdated regulatory updates	Expand regulatory monitoring process	David Bennett	Compliance	10/01/2013	Audit Review	In Progress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
						In Progress

## Audit Team

Name	Area	Role	Email	Telephone	Status
Alicia Rodriguez	Finance	Auditor	alicia.r@company.com	(555) 555-1234	Active
Mark Gomez	Marketing	Lead Auditor	mark.g@company.com	(571) 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AUD-003	Compliance	Outdated regulatory updates	Critical	In Progress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
		Incomplete 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 9001:2010	14 days	10 days	Completed	3	3	100%
AUD-002	08/01/2013	Internal	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	08/23/2013	External	ISO 9001:2010	15 days	10 days	Incomplete	7	4	57%

# Document Control Procedures Word Templates

**Paul Litwin, Ken Getz, Mike Gilbert**



## **Document Control Procedures Word Templates:**

Managing Web Projects Edward B. Farkas,2009-10-27 Getting Web projects done right and delivered on time is all about efficiency Putting the information you need and tools you can rely on at your ready disposal Managing Web Projects is a complete guide for project managers in the Internetworking industry A practical step by step guide to managing web based projects this hands on approach demystifies even the most daunting tasks Using common sense tips and proven tools international consultant Edward B Farkas outlines a typical project lifecycle including project integration scope and scope change and work breakdown structures He addresses concepts such as risk time human resources communications and quality management Dozens of templates schedules checklists and flow charts prepare you to become a project management professional fully versed in and aligned with the nine knowledge areas and five processes codified by the internationally accepted standards of the Project Management Body of Knowledge PMBOK

Complying with Sarbanes-Oxley Section 404 Lynford Graham,2010-03-16 A step by step approach for planning and performing an assessment of internal controls Filled with specific guidance for small business compliance to SEC and PCAOB requirements relating to Sarbanes Oxley 404

Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies provides you with specific guidance on working with auditors to achieve benefits and cost reductions This practical guide helps you knowledgeably interpret and conform to Sarbanes Oxley 404 compliance and features Clear jargon free coverage of the Sarbanes Oxley Act and how it affects you Links to current guidance online Specific guidance to companies on how to work with auditors to achieve benefits and cost reductions Coverage of IT and IT general controls Examples and action plans providing blueprints for implementing requirements of the act Easy to understand coverage of the requirements of the SEC and PCAOB Discussion of the requirements for assessing internal control effectiveness A look at how the new guidance will reduce your costs In depth explanations to help professionals understand how best to approach the internal control engagement Practice aids including forms checklists illustrations diagrams and tables Continuing to evolve and bring about business and cultural change this area of auditing and corporate governance is demystified in Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies your must have must own guide to SOX 404 implementation and an effective tool and reference guide for every corporate manager

**Digital Forensics Processing and Procedures** David Lilburn Watson,Andrew Jones,2013-08-30 This is the first digital forensics book that covers the complete lifecycle of digital evidence and the chain of custody This comprehensive handbook includes international procedures best practices compliance and a companion web site with downloadable forms Written by world renowned digital forensics experts this book is a must for any digital forensics lab It provides anyone who handles digital evidence with a guide to proper procedure throughout the chain of custody from incident response through analysis in the lab A step by step guide to designing building and using a digital forensics lab A comprehensive guide for all roles in a digital forensics laboratory Based on international standards and certifications **The**

**ISO 9000 Documentation Toolkit** Janet L. Novack,1994 Enlarged revised and completely updated to include the new 1994 Revised ISO Standard this innovative book disk set is a practical toolkit designed to evoke discussion at planning meetings to be annotated and written in and to be employed in the writing of procedures Disk contains documentation templates in Microsoft Word for the PC and Mac and in WordPerfect for DOS Hazard Analysis and Risk Based Preventive Controls Patricia A. Wester,2017-12-06 Hazard Analysis and Risk Based Preventive Controls Building a Better Food Safety Plan is directed to those food safety professionals charged with ensuring or assisting with FSMA s preventative controls PC implementation and compliance in their routine job duties The target audience includes those currently involved in the development management and execution of HACCP and or other advanced food safety management systems as well as those interested in advancing their knowledge base to gain a more thorough comprehension of HARPC requirements FSMA topics covered include identifying the food safety team and PCQI creating the HARPC implementation strategy starting the food safety plan conducting a thorough hazard analysis identifying adequate preventive control measures determining appropriate PC management components recognizing applicable verification and validation activities supply chain management program recall plans Other operational topics include document control systems internal audit programs third party audit management regulatory visit preparation and maintaining compliance Provides a step by step guide to achieving FSMA compliance for food safety professionals who develop and manage food safety management systems Written by industry experts with direct experience in the formulation of the HARPC regulations Presents insights into the underlying approach of FSMA s preventative controls Transitions readers from HACCP to HARPC using GAP assessment to adapt existing food safety programs to the FSMA preventative controls requirements *Guide to Accessibility in Business Documents* Griffin X. Zimmerman,2026-01-30 This book will cover accessibility principles as they relate to business or professional writing Designed to assist readers in moving from a remediation focused practice of accessibility to a proactive stance this text will assist readers in developing the core literacy necessary to write and evaluate professional documents to incorporate accessibility best practices In this text readers will learn core concepts and vocabulary about accessibility how disability affects documentation and how to approach documentation from five key categories language fonts layout color and visuals and interactivity Ensuring business documentation is accessible to all readers is an increasingly relevant skill set for business professionals With 1 in 4 individuals in the US estimated to be disabled creating accessible documentation is not only required by several US and Canadian laws but also represents an opportunity to capture an increased market share Additionally accessibility best practices benefit both disabled populations and general users ensuring documentation is clearer more readable and more usable by everyone However current information around accessibility generally focuses exclusively on either web based practices or PDF remediation which both fail to provide the core knowledge necessary to integrate accessibility into documentation from the start This text is unique in approaching accessibility as a core literacy or

set of knowledge and practices that can be learned and applied to all type of documentation Readers of this text will develop an understanding of how accessibility best practices impact documentation decisions allowing them to approach documentation with accessibility in mind

**The ISO 9000 Quality Manual Developer** Janet L. Novack,1995 A practical tool to aid in developing basic ISO 9000 quality policies and write a Quality Manual this book disk set includes detailed worksheets designed to be used as a working plan for meetings and discussions towards the development and writing of the quality policies Disk contains templates for converting the step by step plans developed through the worksheets into the required documentation

**Teaming for Efficiency: Commercial buildings : technologies, design, performance analysis, and building industry trends** ,2002

**Access 97 Developer's Handbook** Paul Litwin,Ken Getz, Mike Gilbert,1997 This guide covers the upgraded features of Access 97 including Internet connections Visual Basic for Applications VBA improvements object linking and embedding OLE secrets and error and debugging tools The CD contains all examples from the book including databases reusable code and subroutines and user interface objects Also included are freeware and shareware utilities as well as demonstration versions of third party utilities

**Process Industry Procedures and Training Manual** James R. Sawers,Margaret M. R. Eastman,1996 Covers techniques to document training procedures and testing of operator and maintenance personnel to meet regulatory requirements This manual arms you with the information and strategies you need to comply with regulatory standards from training to procedures and reference documentation to testing operations and maintenance personnel

**PMP Project Management Professional Study Guide, Fifth Edition** Joseph Phillips,2018-02-02 This fully integrated study resource is completely updated for the PMBOK Sixth Edition This highly effective self study guide contains all of the information you need to prepare for the latest version of the challenging Project Management Professional exam Electronic content includes the Total Tester customizable exam engine worksheets reference PDFs and more than an hour of video training from the author Fully updated for the Sixth Edition of the PMI Project Management Body of Knowledge PMBOK Guide PMP Project Management Professional Study Guide Fifth Edition contains more than 900 accurate practice exam questions Each chapter includes a list of objectives covered a chapter review key terms a two minute drill and a self test with detailed explanations for both the correct and incorrect answer choices Offers 100% coverage of all official objectives for the PMP exam Downloadable full color memory card for studying anywhere Written by a project management consultant and bestselling author

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