



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

Ensheng Dong



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