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Approved	DOC

DocuCentral

Document Control Policy

At DocuCentral, we recognise the critical role that documents and records play in defining our operational processes, maintaining quality standards, and demonstrating compliance with these standards. Our commitment to maintaining the highest level of quality in our products and services necessitates stringent document control procedures. This policy outlines the principles and procedures for creating, reviewing, updating, storing, and disposing of documents within our Quality Management System (QMS). It is an integral part of our commitment to ensuring transparency, accountability, and efficiency in all our operations.

1. Purpose

The purpose of this policy is to ensure that all necessary documents and records at DocuCentral are properly controlled. This includes clear procedures for document approval, review, updates, identification, storage, distribution, and disposal. This policy is an essential part of our Quality Management System (QMS) and is designed to uphold the integrity and efficiency of all our operations.

2. Scope

This policy applies to all documents and records that are part of DocuCentral's QMS. These may include but are not limited to the Quality Manual, standard operating procedures, policies, work instructions, forms, and any other internal or external documents.

3. Responsibility

While the Quality Management Representative has the ultimate responsibility for the implementation and maintenance of this Document Control Policy, it is the duty of all DocuCentral staff to understand and adhere to the procedures laid out in this policy.

4. Procedures

4.1. Document Creation and Approval

All documents within the QMS should be created and written in a clear, concise, and comprehensive manner. They must meet DocuCentral's formatting requirements and be approved by designated personnel with the appropriate authority and knowledge.

4.2. Document Review, Update, and Reapproval

Documents must be regularly reviewed, at least annually, to guarantee their continued relevance and adequacy. Any required updates or amendments must be made by authorised personnel and undergo the same approval process as the original document.

4.3. Document Identification

Each document will be assigned a unique identifier, which may include letters and/or numbers, to track its revision and update history. The identifier should be consistent and intuitive for easy recognition and retrieval.

4.4. Document Format and Media

Documents may be in any format (digital or physical) or media, provided the format is appropriate for its purpose, and the media is reliable for the anticipated period of use.

4.5. Document Distribution and Access

Documents must be made readily accessible to all relevant personnel, ensuring they can perform their roles effectively. Control measures must be in place to ensure that only the current versions are available for use.

Document Control Policy Sample

**California Environmental Protection
Agency. State Water Resources
Control Board**



Document Control Policy Sample:

How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements Stephanie L. Skipper, 2015-10-12 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 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 Implementing Quality in Laboratory Policies and Processes Donnell R. Christian Jr., Stephanie Drilling, 2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Laboratory Policies and Processes Using Templates Project Management and Six Sigma provides templates for the various policies procedures and forms that should be contained in the quality assurance operational and technical manuals of a laboratory seeking accreditation Templates for the entire project life cycle The book begins with a general introduction and overview of quality assurance and then moves on to cover implementation strategies It contains best practices and templates for the project management of the design and implementation of the laboratory operational and technical manuals required to establish a quality assurance program The templates span the entire project life cycle from initiation to planning to execution to monitoring and finally to closure The book also examines how Six Sigma concepts can be used to optimize laboratories and contains templates that cover administrative issues quality assurance sample control and health and safety issues In addition there is a section of criteria files that relate the individual document templates to specific accreditation criterion Addresses the standards of ISO 17025 The results of any laboratory examination have the potential to be presented in court and can ultimately affect the life and liberty of the parties involved Therefore a stringent quality assurance program including well documented policies and a

procedure manual is essential Ensuring that laboratories meet the standards of ISO 17025 this volume is a critical component of any laboratory s accreditation process

Clinical Laboratory Management Shakti Kumar Yadav,Ruchika Gupta,Sompal Singh,2024-02-26 Medical laboratories not only assist the physicians in diagnosis and management of a disease but also play a role in community health Apart from the analytical aspects of various investigations the larger areas of human resource management inventory management and the like have been gaining importance as a part of laboratory management There is a felt need for an understanding of the managerial aspects of a clinical laboratory especially in an institutional setting Although this knowledge can be acquired from books on general management subject there is a paucity of books dedicated to clinical laboratory management Hence is a need for a simple and concise text for management in the clinical laboratory practice This first of its kind book contains 50 chapters and is divided into ten sections It is intended to provide an all encompassing overview of management in a clinical laboratory and is written in a way that makes the content easy to comprehend especiallyfor those who have not been trained in the core management concepts The book begins with an introduction to Laboratory Management and makes the reader familiar with the general aspect of management Each section that follows focuses on an important aspect of laboratory management including but not limited to human resource management accounting and finance quality control laboratory hazards and safety and more Clinical Laboratory Management shall be a valuable resource for clinical laboratorians students of medical laboratory technology laboratory managers and hospital managers It aims to help readers understand the managerial aspects of a clinical laboratory and serve as more efficient clinical laboratory managers

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approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system *Final Functional Equivalent Document, Water Quality Control Policy for Developing California's Clean Water Act Section 303(d) List* California Environmental Protection Agency. State Water Resources Control Board,2004 **Title List of Documents Made Publicly Available** ,1992 **Annual Book of ASTM Standards** American Society for Testing and Materials,2003 A compilation of all ASTM standards issued each year **ASTM Standards on Environmental Sampling** American Society for Testing Materials,1997 A complete reference of American Society for Testing and Materials standards on environmental sampling covering standards for sampling soil water particulate matter and vapors in workplaces wells laboratories and natural areas with guides for safe practices in areas such as construction chemical testing groundwater monitoring and air monitoring at waste management facilities Annotation copyright by Book News Inc Portland OR **The California Site Mitigation Decision Tree Manual** California. Department of Health Services. Alternative Technology & Policy Development Section,1986 **Water Quality Control Policy for Developing California's Clean Water Act Section 303(d) List** California Environmental Protection Agency. State Water Resources Control Board,2004 **ASTM Special Technical Publication** ,1961 **ISO 9000 for the Chemical Process Industry** Helen Gillespie,Helen Davys Gillespie,1998 Gillespie includes all the necessary procedures for documenting and implementing the process detailed information on preparing for registration and audit case studies and interviews with executives in industry Annual Book of ASTM Standards ASTM International,American Society for Testing and Materials,2003 Company-wide Total Quality Control Shigeru Mizuno,1988 Wiley CPA Examination Review, Outlines and Study Guides Patrick R. Delaney,O. Ray Whittington,2009-06-02 Everything today s CPA candidates need to pass the CPA exam Published annually this comprehensive two volume paperback reviews all four parts of the CPA exam Many of the questions are taken directly from previous CPA exams Volume I contains all study guides and outlines while Volume II contains all problem solutions With 2 700 multiple choice questions and more than 75 simulations these study guides provide all the information candidates need to master in order to pass the computerized Uniform CPA Examination O Ray Whittington PhD CPA CMA CIA Chicago IL is the Ledger Quill Director of the School of Accountancy at DePaul University and vice chair of the Auditing Standards Board of the AICPA His previous positions were the Director of the School of Accountancy at San Diego State University and the Director of Auditing Research for the American Institute of Certified Public Accountants AICPA Patrick R Delaney PhD CPA was the Arthur Andersen LLP Alumni Professor of Accountancy and Department Chair at Northern Illinois University and was author of Audit Sampling An Introduction Fifth Edition 0 471 37590 X EDP Auditing Albert J. Harnois,1991 A practical guide to EDP auditing this book offers information for experienced internal EDP auditors Each major type of audit is covered and advice is given on preparing and writing audit programmes *National Convention Transactions* American Society for Quality Control,1976 **National Conference on**

Management of Uncontrolled Hazardous Waste Sites ,1987 Illinois Register ,2002 *Standard Methods for the Examination of Water and Wastewater* American Public Health Association,1998 Managing Editor Mary A H Franson

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