



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.

Document Control Procedure Examples 2013

**Mark Allen Durivage, Bob (Bhavan)
Mehta**



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"Code of Massachusetts regulations, 2013" ,2013 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 [A Comprehensive Guide to Information Security Management and Audit](#) Rajkumar Banoth,Gugulothu Narsimha,Aruna Kranthi Godishala,2022-09-30 The text is written to provide readers with a comprehensive study of information security and management system audit planning and preparation audit techniques and collecting evidence international information security ISO standard 27001 and asset management It further discusses important topics such as security mechanisms security standards audit principles audit competence and evaluation methods and the principles of asset management It will serve as an ideal reference text for senior undergraduate graduate students and researchers in fields including electrical engineering electronics and communications engineering computer engineering and information technology The book explores information security concepts and applications from an organizational information perspective and explains the process of audit planning and preparation It further demonstrates audit techniques and collecting evidence to write important documentation by following the ISO 27001 standards The book Elaborates on the application of confidentiality integrity and availability CIA in the area of audit planning and preparation Covers topics such as managing business assets agreements on how to deal with business assets and media handling Demonstrates audit techniques and collects evidence to write the important documentation by following the ISO 27001 standards Explains how the organization s assets are managed by asset management and access control policies Presents seven case studies *Clinical Engineering Handbook* Ernesto Iadanza,2019-12-06 Clinical Engineering Handbook Second Edition covers modern clinical engineering topics giving experienced professionals the necessary skills and knowledge for this fast evolving field Featuring insights from leading international experts this book presents traditional practices such as healthcare technology management medical device service and technology application In addition readers will find valuable information on the newest research and groundbreaking developments in clinical engineering such as health technology assessment disaster preparedness decision support systems mobile medicine and prospects and guidelines on the future of clinical engineering As the biomedical engineering field expands throughout the world clinical engineers play an increasingly important role as translators between the medical engineering and business professions In addition they influence procedures and policies at research facilities universities and in private and government agencies This book explores their current and continuing reach and its importance Presents a definitive comprehensive and up to date resource on clinical engineering Written by worldwide experts with ties to IFMBE IUPESM Global CE Advisory Board IEEE ACCE and more Includes coverage of new topics such as Health Technology Assessment HTA Decision Support Systems DSS Mobile Apps Success Stories in Clinical Engineering and Human Factors Engineering **Practical Process Validation** Mark Allen Durivage,Bob (Bhavan) Mehta,2016-07-14 For the past decade process validation issues ranked within the top six of Food

and Drug Administration FDA form 483 observation findings issued each year This poses a substantial problem for the medical device industry and is the reason why the authors wanted to write this book The authors will share their collective knowledge to help organizations improve patient safety and increase profitability while maintaining a state of compliance with regulations and standards The intent of this book is to provide manufacturing quality professionals working in virtually any industry a quick convenient and comprehensive guide to properly conduct process validations that meet regulatory and certification requirements It will aid quality technicians engineers managers and others that need to plan conduct and monitor validation activities

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exercises at the end of each chapter reinforce comprehension and retention of key concepts **ISO 9001:2008 for Small Businesses** Ray Tricker, 2014-01-21 Small businesses face many challenges today including the increasing demand by larger companies for ISO compliance Compliance is a challenging task for any organisation and can often be time consuming and costly particularly for small businesses who are unlikely to have quality assurance experts on the payroll However it is still possible to achieve compliance without the need for expensive consultancy or training that takes you out of the office Ray Tricker has already guided hundreds of businesses through the challenge and this the 5th edition of his life saving ISO guide has been rewritten and refined following 5 years field use of working with the standard The one area that an organisation particularly a small business always wants to know is how much is it going to cost to implement and operate a QMS compliant with ISO 9001 2008 and is it going to be worth the trouble Due to popular demand Edition 5 now includes a brand new chapter on the cost of implementing ISO 9001 2008 This edition provides Relevant examples that put the concepts and requirements of the standard into a real life context Down to earth explanations to help you determine what you need to work in compliance with and or achieve certification to ISO 9001 2008 An example of a complete generic Quality Management System consisting of a Quality Manual plus a whole host of Quality Processes Quality Procedures and Work Instructions Access to a free software copy of this generic QMS files available from the author to give you a starting point from which to develop your own documentation ISO 9001 2008 is the most widely followed quality management standard and the rewards can be great opening up new business opportunities as well as bringing real improvements to your processes and outputs

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They're interrelated, formatted in different media and controlled by various and distinct functions. Keeping critical information current and in the right hands requires more than just signing off on procedures. Document control is essential, but where should you begin? Inside you'll find clear explanations about the document control process as well as practical solutions for creating, organizing, and maintaining documents, including a discussion of different kinds of documents, including electronic media and QMS requirements. Identifying and defining responsibility. Understanding the relationship between documents and records. Tips for document writers. Managing and maintaining documents. Issues of accessibility. Handling revisions and deviations. Writing document control procedures.

WHO Report on the Global Tobacco Epidemic, 2013

World Health Organization, 2013. The continued success in global tobacco control is detailed in this year's WHO Report on the Global Tobacco Epidemic 2013. The fourth in the series, this year's report presents the status of the MPOWER measures with country-specific data updated and aggregated through 2012. In addition, the report provides a special focus on legislation to ban tobacco advertising, promotion, and sponsorship (TAPS) in WHO Member States and an in-depth analysis of TAPS bans were performed, allowing for a more detailed understanding of progress and future challenges in this area. Website summary.

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Forming Part of the Reports of States Parties, 2015 **FAO Animal Production and Health Manual** Richard A. Cowie, 2013 American Scientist, 1996 Vietnam Food Security Policy Review Elizabeth H. Petersen, 2017

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