

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-today 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 Example

Donnell R. Christian Jr., Stephanie Drilling

Document Control Procedure Example:

Document Control Denise Robitaille, 2011-09 They re supposed to be useful tools but whether they re printouts computer files flowcharts or forms documents can often give more headaches than help And yet without them most organizations couldn t function ISO 9001 and other quality management systems place great emphasis on documents and for good reason Documents aren t individual stand alone elements of the management process 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 Implementing ISO/IEC 17025:2017 Bhavan (Bob) Mehta, 2019-02-21 The focus of this book is to control procedures demystify the requirements delineated within ISO IEC 17025 2017 while providing a road map for organizations wishing to receive accreditation for their laboratories AS9100 ISO 9001 2015 and ISO 13485 2016 are standards that have been created to support the development and implementation of effective approaches to quality management and are recognized blueprints for the establishment of a quality management system QMS for many diverse industries Similar to these recognized QMS standards ISO IEC 17025 2017 for laboratory accreditation serves a unique purpose It is not unusual for laboratories to retain dual certification in ISO 9001 2015 and ISO IEC 17025 2017 However ISO IEC 17025 2017 contains requirements specific to the laboratory environment that are not addressed by ISO 9001 2015 This book highlights those differences between ISO 9001 2015 and ISO IEC 17025 2017 while providing practical insight and tools needed for laboratories wishing to achieve or sustain accreditation to ISO IEC 17025 2017 For those currently or formerly accredited to the 2005 version of ISO IEC 17025 an appendix outlines the changes between the 2005 and 2017 versions of the standard

Implementing ISO/IEC 17025:2017, Second Edition Bob Mehta,2019-02-21 The focus of this book is to demystify the requirements delineated within ISO IEC 17025 2017 while providing a road map for organizations wishing to receive accreditation for their laboratories AS9100 ISO 9001 2015 and ISO 13485 2016 are standards that have been created to support the development and implementation of effective approaches to quality management and are recognized blueprints for the establishment of a quality management system QMS for many diverse industries Similar to these recognized QMS standards ISO IEC 17025 2017 for laboratory accreditation serves a unique purpose It is not unusual for laboratories to retain dual certification in ISO 9001 2015 and ISO IEC 17025 2017 However ISO IEC 17025 2017 contains requirements specific to the laboratory environment that are not addressed by ISO 9001 2015 This book highlights those differences

between ISO 9001 2015 and ISO IEC 17025 2017 while providing practical insight and tools needed for laboratories wishing to achieve or sustain accreditation to ISO IEC 17025 2017 For those currently or formerly accredited to the 2005 version of ISO IEC 17025 an appendix outlines the changes between the 2005 and 2017 versions of the standard 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 Labora **Environmental and Quality Systems Integration** William C. Culley, 2019-09-17 Global competition corporate downsizing and corporate restructuring have forced many firms to reevaluate their operating methods Today corporations must do more with less while still watching the bottom line and improving profitability ISO 14000 and ISO 9000 because of their similar management system requirements and auditing procedures are g **ISO 9001:2015 for Small Businesses** Ray Tricker, 2016-10-04 Small businesses face many challenges today including the increasing demand by larger companies for ISO 9001compliance a challenging task for any organisation and in particular for a small business without quality assurance experts on its payroll Ray Tricker has already guided hundreds of businesses through to ISO accreditation and this sixth edition of his life saving ISO guide provides all you need to meet the new 2015 standards ISO 9001 2015 for Small Businesses helps you understand what the new standard is all about and how to achieve compliance in a cost effective way Covering all the major changes to the standards this book provides direct accessible and straightforward guidance This edition includes down to earth explanations to help you determine what you need to enable you to work in compliance with and or achieve certification to ISO 9001 2015 a contextual explanation of ISO 9001 within the structure of ISO 9000 family of standards a detailed description of the structure of ISO 9001 2015 and its compliance with Annex SL coverage of the new requirements for Risk Management and Risk Analysis a guide to the costs involved in implementing ISO 9001 2015 and advice on how to control costs an example of a complete generic Quality Management System consisting of a Quality Manual plus a whole host of Quality Processes Quality Procedures and Word Instructions and access to a free software copy of these generic QMS files to give you a starting point from which to develop your own documentation This book is also supported with a complete bibliography containing abbreviations and acronyms as well as a glossary of terms This comprehensive text will provide you and your small business with a complete guide on your way to ISO compliance 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

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