

Document Control Procedure

Reference: MSS DOC 7.5.3

DocumentKits Issue No: 1.0

Organisation Issue No:

DocumentKits Issue Date: 15/11/2019

Organisation Issue Date:

1. Scope

This is the procedure for defining how 'Organisation Name' protects and controls the documents required by the management system.

2. Responsibilities

The
"appropriate senior manager "

is responsible for this procedure.

Individual process owners are responsible for ensuring that related documentation is accurate, up to date and appropriate.

3. Procedure

3.1 Documents are appropriately identified and described. Within the document, the following information is provided to the reader, whichever method is being used to view the document:

3.1.1 Title

3.1.2 Owner

3.1.3 Document reference (e.g. MSS DOC 7.5.3)

3.1.4 Classification (e.g. Important)

"3.1.5 Add any further information appropriate to your organisation or management system."

3.2 Ensure the document is labelled with the following information:

3.2.1 Document title

3.2.2 Reference (e.g. MSS DOC 7.5.3)

3.2.3 Issue number (e.g. 1, 2, 3)

3.2.4 Issue date

"3.2.5 Add any additional labels appropriate to your organisation or management system."

3.3 Ensure that all changes to the document are identified by means of the change history record detailed in the Master List of Document Approval, along with the current issue number and issue date, and ensure that all such information is correct.

3.4 Ensure that documentation is kept in an appropriate format and media:

"Detail which file formats or media are used and the location that they are stored"

3.4.1 Documentation may be kept in alternative formats under the following conditions:

"Describe the conditions under which documentation might be kept in other formats"

"3.4.2 Describe the records and documentation you keep that are not within the DocumentKits system, detailing which formats or media are used and the location that they are stored"

3.5 Ensure documents are approved for adequacy prior to their submission for formal release, under authorisation by the appropriate level of management as defined in the Roles and Responsibilities Document Management Tool/Matrix.

3.5.1 Records are not generally subject to approval, except under the following conditions:

"Describe the conditions under which records also need to be approved. If none of your records require approval, simply state 'None'."

3.6 Ensure that distribution of such a document is controlled, in line with this procedures requirements for access and distribution.

3.7 Ensure that all such documents are subject to appropriate classification levels, in line with 'Organisation Name's' documented requirements.

"Link to classification guidelines."

3.8 Ensure, by means of periodic reviews, that all such documents within the management system are up to date and, where they are not, ensure that (subject to 6 below) they are updated, reapproved and reissued, including updating the entry in the Master List of Document Approval.

3.9

"Ensure that the most recent physical versions of the documents are available at the identified points of use."

3.10 Ensure that the documents remain legible and readily identifiable as being part of 'Organisation Name's' management system.

3.11 Ensure that obsolete physical documents are withdrawn from use in all locations and replaced with the current versions. Obsolete electronic documents will be updated accordingly and reissued, with the change history recorded in the Master List of Document Approval.

3.12 If there is a reason for retaining them, ensuring that they are clearly marked:

"Obsolete – not to be used after date."

4. Document Availability

4.1 Manuals, policies, procedures and work instructions are published centrally on Organisation Name's

"Intranet/SharePoint site/etc. Detail where these are published and provide the URL or link details."

This central set of management system documentation is available to all

"employees/users/etc."

of Organisation Name. All printed hard-copy documents are assumed to be uncontrolled copies.

5. Document Control

5.1 Documents and records required by the management system must be controlled.

5.2 Document headers and metadata

5.2.1 Document name: The subject it addresses and whether it is a policy, procedure, work instruction or record.

5.2.2 Document reference: This is a reference number that ties the document firmly into the overall structure of the management system. Documents have the management system's prefix, a document indicator and then a sequential numeric identifier. All documents that are not records and not an integral part of a manual have a fixed 'DOC' document indicator, while records have a fixed 'REC' document indicator.

The numeric identifier is based upon the numbering structure of the relevant standard or framework.

5.2.3 Issue number:

"Enter the numbering sequence you plan to use, i.e. the first time a document goes out, it will be Issue 1.0; a revised version will be Issue 2.0, etc."

5.2.4 Issue date: The date on which this issue (with this issue number) was authorised and issued.

5.3 The document approver is recorded for all documents in the Master List of Document Approval unless otherwise stated.

5.3.1 The owner of the document, who issued and is responsible for keeping it up to date, needs to be identified – by role, not by name.

5.3.2 The places where a current version of the document can be viewed by those it is intended for, should be clearly stated.

5.3.3 Change history record: The history of changes is stored against the document's entry contained within the Master List of Document Approval. This describes what the changes were and the reasons for making them, showing the dates of issue for each of the earlier versions.

5.4 Footer

5.4.1 The organisation's name and logo will be inserted.

5.4.2 The classification of the document is shown here.

6. Documented information of external origin

6.1 Ensure that documents that originate outside Organisation Name shall be identified and controlled by means of

"Describe how you will deal with this – perhaps by over-marking them with your own details in line with these clauses?"

Periodic checks shall be carried out

"Enter how often the checks are to be carried out."

to ensure the latest version of such documents is retained.

7. Change Management

7.1 Changes to management system policies and procedures (including updating, withdrawal or replacement) must be authorised in line with Organisation Name's documented requirements.

"Insert links to appropriate change management documentation."

Document Owner and Approval

The

"appropriate senior manager"

is the owner of this document and is responsible for keeping it up to date.

The current version of this document is available to

"Specify which members of staff this document is intended for"

and is published

"Describe the location(s) – electronic and physical – where this document is available"

Its approval status can be viewed in Master List of Document Approval.