

Justification	
This Procedure is written because:	<input type="checkbox"/> Of the lengthiness of the process.
	<input type="checkbox"/> Of the complexity of the process.
	<input checked="" type="checkbox"/> The process is routine, but it's essential that everyone strictly follows the rules.
	<input checked="" type="checkbox"/> The process demands consistency.
	<input checked="" type="checkbox"/> The process involves documentation.
	<input type="checkbox"/> The process involves significant change.
	<input checked="" type="checkbox"/> The process has serious consequences if done wrong.

Organization Details	
Organization Name	
Organization representative	
Organization Address	

Purpose and Scope
The purpose of this procedure is to define the process and responsibilities to ensure that internal documents, external and customer-supplied documents and data within the organization are controlled.
The requirements in this procedure apply to the control of distribution, copies, and locations of documents.
Documents – refers to policies, procedures, standards, regulations, work instructions, etc. identified to meet ISO compliance. Documents may refer to both, soft and hard copies.

Input(s)
Common inputs to this procedure are,
- Document Numbering and Classification System

Output(s)
Outputs of this procedure are:
- Updates to established processes and procedures,
- Updates to the document numbering and classification system,
- Updates to Management Plans

Document Control Process
- Initiate request for a new or revised document.
- Review and approve request depending on the content and nature of the request.
- Create a draft document.
- Review the draft.
- Assign a reference number in accordance with the document numbering system.
- Put the document into the correct format.
- Ensure secure accessibility of the document and notify existence of the updated/new electr. document.
- Distribute hardcopies as appropriate.
- Ensure availability at the location where the activity is performed prior to the commencement of work (if applicable).
- Archive documents....

Responsibilities
All personal may request issuance of new documents (or revisions thereto).
The document owner in coordination with concerned manager(s) or their designee(s) are responsible to review the request and update the document if appropriate.
The document control staff is responsible for assuring the control of distribution of documents, registration of documents and archiving in coordination with the document owner.
The person in charge of IT in coordination with the responsible departmental manager is responsible to grant access to softcopies of the document to concerned people and ensure protection against un-authorized modification.

