**Document Control Procedure**

**1. Purpose**

The purpose of this procedure is to establish a standard process for controlling documents and records in compliance with standards. This procedure ensures that all documents are properly created, reviewed, approved, distributed, and maintained.

**2. Scope**

This procedure applies to all documents and records maintained by the organization, including policies, procedures, plans, reports, and records.

**3. Responsibilities**

- \*\*Document Owners\*\*: Responsible for the creation, review, and revision of documents.  
- \*\*Document Control Coordinator\*\*: Responsible for the administration of the document control process.  
- \*\*Employees\*\*: Responsible for adhering to the document control procedure and using the most current versions of documents.

**4. Procedure**

**Document Creation and Revision**

Document Owners create new documents or revise existing documents as needed.

Each document is assigned a unique document number and revision number.

The Document Owner completes a Document Approval Form and submits the document to the Document Control Coordinator.

**Document Review and Approval**

The Document Control Coordinator reviews the submitted document for completeness and accuracy.

The document is then routed to relevant stakeholders for review and approval.

Approved documents are signed off by the Document Owner and the Document Control Coordinator.

**Document Distribution**

The Document Control Coordinator distributes the approved document to relevant departments and ensures it is accessible in the designated locations.

An electronic copy of the document is saved in the Document Management System (DMS).

**Document Control**

All documents are reviewed at least annually or as needed based on changes in regulations, processes, or feedback.

The Document Control Coordinator maintains the Master Document List and updates it as documents are revised or new documents are added.

**Document Withdrawal**

Obsolete documents are removed from all points of use and archived by the Document Control Coordinator.

A record of withdrawn documents is maintained for reference.

**Record Keeping**

The Document Control Coordinator ensures that all records are maintained in accordance with the company’s record retention policy.

Records include Document Approval Forms, review and approval signatures, distribution lists, and withdrawal records.

**5. Document Register**

The Document Register (Master Document List) is maintained by the Document Control Coordinator and includes the following information for each document:  
- Document Title  
- Document Number  
- Revision Number  
- Date Issued  
- Date of Next Review  
- Document Owner  
- Location  
- Comments

**6. Training**

- All employees are trained on the document control procedure and their responsibilities regarding document control.  
- Refresher training is conducted annually or as needed based on changes to the procedure.

**7. Compliance and Audit**

- Regular audits are conducted to ensure compliance with the document control procedure and COP 119 standards.  
- Non-conformities are addressed through corrective actions, and improvements are made based on audit findings.

**8. Review and Updates**

This Document Control Procedure is reviewed annually by the Quality Manager and updated as necessary to ensure its effectiveness and compliance with COP 119 standards