ABC, Inc.

AD-F-001 Document Control Checklist

NOTE: This checklist is an example. Your document control processes will be unique to your organization.

DOCUMENT: _____ Rev. _____

REVIEW DOCUMENT

- o Final check on document format, spelling, etc.
- o Remove highlighting and any other editorial comments
- o Related Documents and Related Records correct
- o Clear all Track Changes

FOOTER INFORMATION

- o Document Number and Title
- o Status = CURRENT (without date)
- o Revision number correct

DOCUMENT REVISION HISTORY

- o Date (Note: if not the same, the signature approval date is the effective date)
- o Rev Number incremented
- o Changes ("Initial Release" for rev 1.0)

PRINT DOCUMENT and FORWARD FOR SIGNATURE

- o Management signs and dates the document. (Date signed is the effective date.)
- o Update Document Index (rev level, status, distribution)
- o On the current, unsigned Word document, add "**Master signed by NAME**" and "**Date**"
- o Save to its Current folder, with file name: "**Document Number Title rev X.X**"
- o Change the footer status of previous version CURRENT to **OBSOLETE**, add OBSOLETE to the file name, and move document to the Obsolete folder
- o Mark previous master hard copy "OBSOLETE" on first page, and file in QA files
- o File signed master hard copy, and available review comments, in QA files

NEW & REVISED DOCUMENTS

- o If the document is new, determine if it needs to be added to the **HR-F-001 Training and Qualification Matrix**.
- o If training is needed to the new / revised edition, inform the area manager.
- o Does the Quality Manual need to be updated?

DISTRIBUTE DOCUMENTS

- o Print and distribute the new version per **Document Index** distribution
- o At the same time, gather obsolete copies, and destroy them or mark "OBSOLETE"
- o Send out a Teams or email notification, of the new or revised document. Template at S:\QUALITY SYSTEM - SOPs\3 Templates\Teams SOP Distribution Blasts\.

DO NOT PRINT THIS PAGE AS PART OF FORM

Related Documents:

AD-P-004 Document Control Procedure

HR-F-001 Training and Qualification Matrix

QA-M-001 ABC Quality Manual

Related Records & Filing: completed forms will be filed with the hard copies in QA Files.

Author, Reviewers, Approval

	NAME	FUNCTION	APPROVAL SIGNATURE	DATE
Author	Sally Forth	QA	N/A	N/A
Review	Sam Wise	Machine Shop/Eng'g	N/A	N/A
Approval	John Doe	President	*Original signed by John Doe*	*02-24-2022*

Document Revision History

Date	Rev	Changes
07-28-2020	1.0	Initial release
12-3-2020	2.0	Changed to reflect new process of distributing hard copies. Master copy now is the signed copy and is not scanned. Electronic copies are now annotated as signed and may be printed for hard copy distribution.
02-05-2021	2.1	Made signature approval date the effective date of the document. Clarified sequence of some document control steps. Added requirement to determine if a new document needs to be added to HR-F-001 Training and Qualification Matrix
02-24-2022	3.0	Updated checklist details to match current process. Added to update QA Manual as needed and using Teams to notify appropriate recipients. Updated Related Documents.