

Quality Assurance NEWSLETTER

DOCUMENT CONTROL PROCESS

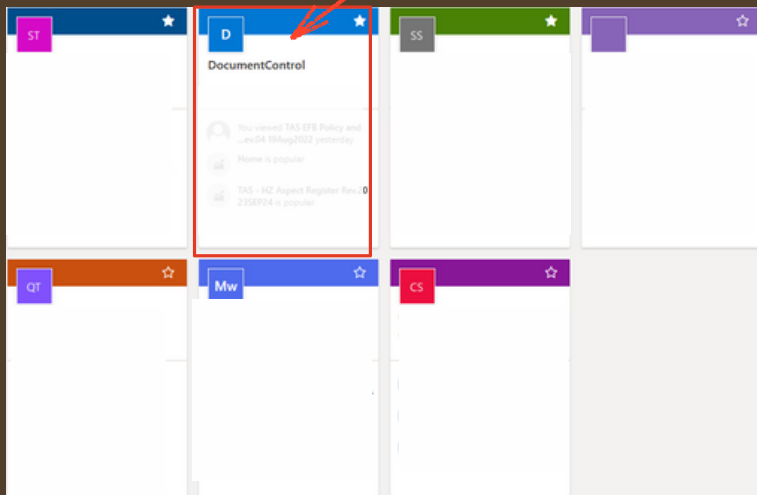
Why is Document Control important?

1. Ensure Accuracy & Consistency
2. Compliance with Standards & Regulations
3. Traceability & Accountability
4. Improved Efficiency & Organization
5. Support Continuous Improvement

Good Documentation Practices

-  Title
-  Identification Number
-  Version / Revision
-  Document Number
-  Authorized Approver
-  Effective Date
-  Control Status Indication

 The directory of the most current and updated documents can be found on the Company SharePoint



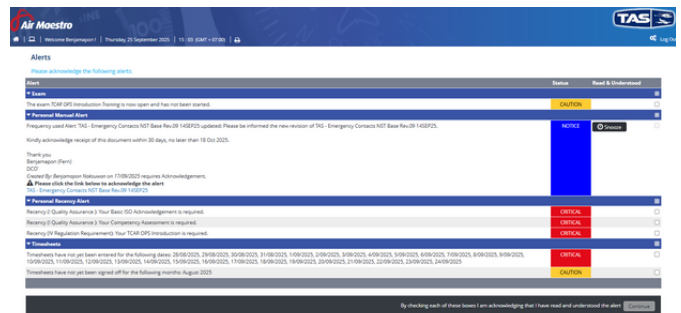
BEWARE: CONTROLLED DOCUMENTS MUST BE USED ONLY ON THE COMPANY SHAREPOINT



Right Document, Right Version, Right Time



Don't let your document alert expire.



Document acknowledgeTime frame

Time Critical : 7 Days

Time Sensitive : 15 Days

Frequency used : 30 Days

Reference information/Support

Document: 30Days

