

Document Control System Template – Example

Document List

| Document ID | Document Name | Document Type | Source Area | Status | Last Revision Date | Revisions Performed to Date |
|-------------|------------------------------------|---------------|-------------|-------------|--------------------|-----------------------------|
| PC-000-001 | IT Safety Protocol | Proced Policy | Safety | Approved | 05/01/2013 | 3 |
| PC-000-002 | Changing Station Maintenance Guide | Manual | Operations | Pending | 06/15/2013 | 4 |
| PC-000-003 | Software User Guide | Manual | IT | In Progress | 07/20/2013 | 2 |
| PC-000-004 | Regulatory Compliance Checklist | Checklist | Compliance | Outdated | 08/10/2013 | 5 |

Action Plans

| Non-Conformity Issue | Planned Action | Responsible | Dept. | Deadline | Met in | Status |
|-----------------------------|---|------------------|------------|------------|------------------|-------------|
| Incomplete budget review | Implement strict oversight for budget submissions | Alicia Rodriguez | Finance | 08/15/2013 | Audit meeting | In Progress |
| Mising campaign reports | Increase mandatory quarterly report submission | Mark Gomez | Marketing | 08/15/2013 | Strategy meeting | Completed |
| Outdated regulatory updates | Expand regulatory monitoring process | David Bennett | Compliance | 10/01/2013 | Audit Review | In Progress |
| Insufficient cybersecurity | Revise cybersecurity | Guillermo | IT | 08/20/2013 | Network team | Completed |
| Inaccurate maintenance logs | | | | | | In Progress |

Audit Team

| Name | Area | Role | Email | Telephone | Status |
|------------------|-----------|--------------|----------------------|----------------|--------|
| Alicia Rodriguez | Finance | Auditor | alicia.r@company.com | (555) 555-1234 | Active |
| Mark Gomez | Marketing | Lead Auditor | mark.g@company.com | (571) 555-5678 | Active |

Appointments

| Audit ID | Department | Non-Conformity Issue | Severity | Status |
|----------|------------|-------------------------------------|----------|-------------|
| AUD-001 | Finance | Incomplete budget review | Critical | Completed |
| AUD-002 | Marketing | Mising campaign reports | Minor | Completed |
| AUD-003 | Compliance | Outdated regulatory updates | Critical | In Progress |
| | | Insufficient cybersecurity protocol | Critical | Completed |
| | | Inaccurate maintenance logs | Warning | In Progress |

Planning

| Audit ID | Date | Type | Standards | Schedule | Performed | Status | Non-Conformities Identified | Non-Conformities Resolved | % Resolution |
|----------|------------|----------|---------------|----------|-----------|------------|-----------------------------|---------------------------|--------------|
| AUD-001 | 07/01/2013 | Internal | ISO 9001:2015 | 14 days | 10 days | Completed | 3 | 3 | 100% |
| AUD-002 | 08/01/2013 | External | ISO 14001 | 10 days | 7 days | Incomplete | 2 | 1 | 50% |
| AUD-003 | 09/10/2013 | Internal | ISO 27001 | 7 days | 7 days | Completed | 1 | 1 | 100% |
| AUD-004 | 07/20/2013 | Internal | ISO 45001 | 12 days | 11 days | Completed | 2 | 2 | 100% |
| AUD-005 | 08/01/2013 | External | ISO 9001:2015 | 15 days | 10 days | Incomplete | 7 | 4 | 57% |

Document Control Procedures Word Templates

VM Jensen



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