Document Control

Basics of Good Documentation
and
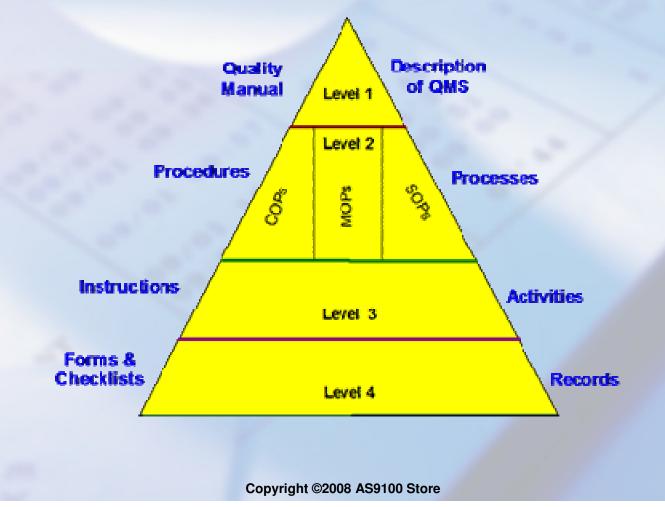*Document Control Systems*

Steps to Building an Effective System

- Elements of Good Documentation

- How Much do I Need?

- Outline Your Document Control System

- Maintaining Documentation
  – Manual Filing/Word Processing Software
  – Manage in a Database
  – Document Control Software Packages

- Common Problems with Documentation

Avoid Drowning in Detail…..

"The purpose of this procedure is to document the aforementioned activities, herin after referred to as the prescribed tasks in terms that preclude their execution in an inconsistent manner, wherin such inconsistency may potentially result in the prescribed tasks delivering a result that is not repeatable or reproducible"

Outline document control system

What Will be Best for Your Company?

Choose a system for your company based on:

- Company size

- Computer set-up and availability

- Number of different processes performed

- Rate of change for your processes or documents

Common Problems

✖ Too many documents are distributed. The system cannot be maintained.

✖ Lack of control of documents of External Origin.

✓ **Avoid these problems by planning ahead…**