

7.5 Documented Information

We designed a document control procedure whose requirements are minimal, efficient and non-bureaucratic; they represent an excellent document and record control system, and we highly recommend adopting this simple system.

However, your company may already have a different system that meets ISO 9001 requirements, or your company's culture may require a more bureaucratic system. In either case, feel free to make your modifications but the modified procedure must still define the controls as listed in ISO 9001:2015 section 7.5.

- If your company has an assigned person that is somehow responsible for document control, or if your company limits the establishment of documentation to a certain individual or group of people, update the procedure accordingly.
- If your company has an assigned person that is responsible for record retention requirements, update the procedure accordingly. Also, if your company has dedicated personnel for archiving, please make the needed updates.
- If your company uses a software solution to control documents and/or records, you will need to make extensive changes to this procedure to provide instructions on how to use the software solution.

Section "Writing a new Document"

- Our procedure uses document titles for the identification of documents (it's more user-friendly than numbers). However, if your company uses a numbering scheme for documents, make the necessary adjustments here.

Section "Making Changes to a Document"

- Our procedure uses dates to identify the revision. However, if your company uses a numbering scheme for revisions (rather than dates only), include this information here.

end of sample