

Document Control System Template – Example

Document List

Document ID	Document Name	Document Type	Source Area	Status	Last Revision Date	Review Performance Metrics
PC-0000-001	PR Policy Document	Procedure	Office	Approved	01/01/2023	8
PC-0000-002	Change Management Guide	Procedure	Operations	Review	01/15/2023	6
PC-0000-003	Software Use Guide	Procedure	IT	In Progress	01/20/2023	3
PC-0000-004	Regulatory Compliance Checklist	Checklist	Compliance	Review	01/20/2023	5

Action Plans

Action Item	Planned Action	Responsible	Start	Deadline	Lead	Status
Incomplete budget review	Implement plan for oversight for budget submissions	Accounting	Finance	01/31/2023	Audit Team	In Progress
Missing compliance reports	Establish mandatory quarterly report submission	Compliance	Marketing	01/31/2023	Compliance	Completed
Outdated regulation updates	Establish a regular update process	Compliance	HR	01/31/2023	Audit Review	In Progress
Insufficient stakeholder communication	Enhance communication	Compliance	Marketing	01/31/2023	Audit Review	Completed

Audit Team

Name	Area	Role	Email	Telephone	Status
Sarah Johnson	Finance	Auditor	nodept1@company.com	(555) 123-1234	Active
John Garcia	Marketing	Lead Auditor	nodept2@company.com	(555) 123-1235	Active

Appointments

Audit ID	Department	Non-Conformity Issue	Priority	Status
AUD-001	Finance	Incomplete budget review	High	Completed
AUD-002	Marketing	Missing compliance reports	Medium	Completed
AUD-003	Compliance	Outdated regulation updates	Medium	In Progress
AUD-004	Compliance	Insufficient stakeholder communication	Medium	Completed
Procedure Performance Logs				

Planning

Audit ID	Date	Type	Standards	Schedule	Performer	Status	Non-Conformities Identified	Non-Conformities Resolved	% Resolution
AUD-001	01/10/2023	Internal	ISO 9001:2015	10 days	10 days	Completed	0	0	100%
AUD-002	01/10/2023	External	ISO 9001:2015	10 days	7 days	In Progress	0	1	60%
AUD-003	01/10/2023	Internal	ISO 27001	7 days	7 days	Completed	1	1	100%
AUD-004	01/10/2023	External	ISO 27001	10 days	11 days	Completed	0	0	100%
AUD-005	01/10/2023	Internal	ISO 9001:2015	10 days	10 days	In Progress	2	0	0%

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Applied Process Design for Chemical and Petrochemical Plants: Volume 1 Ernest E. Ludwig, 1995-02-23 This expanded edition introduces new design methods and is packed with examples design charts tables and performance diagrams to add to the practical understanding of how selected equipment can be expected to perform in the process situation A major addition is the comprehensive chapter on process safety design considerations ranging from new devices and components to updated venting requirements for low pressure storage tanks to the latest NFPA methods for sizing rupture disks and bursting panels and more Completely revised and updated throughout The definitive guide for process engineers and designers Covers a complete range of basic day to day operation topics **Code of Federal Regulations** ,2005 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of July with ancillaries *Road Asset Management Guidelines* ,1994 Applied Process Design for Chemical and Petrochemical Plants Ernest E. Ludwig, 1977 **Large Space Structures & Systems in the Space Station Era** ,1992

Catalogue of the Arizona Territorial Normal School at Tempe, Arizona, for the School Year Ending June 30 ..., and Circular for ... Arizona State University, 1973 **Technical Association of the Pulp and Paper Industry** ,1960

Computerworld ,1986-02-03 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network

Scientific and Technical Aerospace Reports ,1995 Government Reports Announcements & Index ,1994-03
Technology for Large Space Systems ,1989 **Hydrocarbon Processing** ,1984 *Aquaculture Digest* ,1986
International Underwater Systems Design ,1996 **Electronic Design** ,1955 **Scientific American** ,1890
American Machinist ,1890 **Meyniana** ,1985 The SAE Journal ,1961 **Time** Briton Hadden, Henry Robinson

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