

## **Document and Data Control**

### **Objective:**

The objective of this procedure is to describe steps to be followed to ensure effective document management

### **Entry Criteria:**

Creation of a document

### **Responsibility:**

Manager / Team Lead

### **Activities:**

- a) It shall be ensured that the document has been identified using a suitable naming and numbering scheme.
- b) It shall be ensured that the document is reviewed and approved prior to issue.
- c) It shall be ensured that the document contains change history identifying the version number and the changes in each version.
- c) It shall be ensured that the relevant version of the document is available for use.
- d) It shall be ensured that the older version of the document is removed from circulation and archived appropriately.
- e) It shall be ensured that documents of external origin are suitably identified and their distribution is controlled.
- f) It shall be ensured that obsolete versions of documents are destroyed after suitable period.

### **Exit Criteria:**

Destruction of document