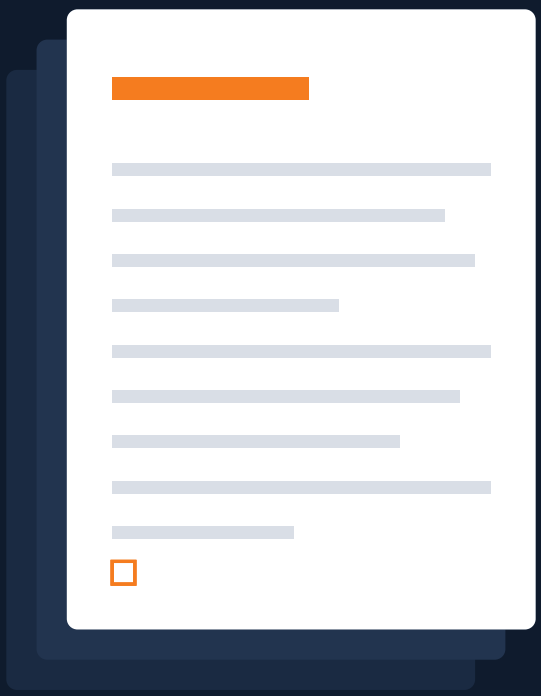
Documentation
Services Lab



FREE TEMPLATE

QUALITY & COMPLIANCE

Document Control Procedure

Version control and approval rules that stop people using outdated documents.

PRIMARY FOCUS

Version control and approval rules

BEST FOR

Preventing use of outdated documents

About this template

The Document Control Procedure defines how controlled documents are created, numbered, reviewed, approved, distributed, changed and retired. It is required by ISO 9001 clause 7.5 and is the backbone of any audit-ready system.

Detail	
Primary focus	Version control and approval rules
Best for	Preventing use of outdated documents

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Document title		**Document no.**	
Revision		**Owner**	
Approved by		**Effective date**	
Next review date			

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

01 Purpose & Scope

02 Document Types & Numbering

Type	Prefix	Format	Example
Policy	POL	*[POL-DEPT-###]*	*[POL-HR-001]*
Procedure / SOP	SOP		
Work instruction	WI		
Form / template	FRM		
Record	REC		

03 Creation, Review & Approval

#	Action	Responsible	Output / Record
1	*[Draft document using approved template]*	*[Author]*	*[Draft]*
2	*[Technical review]*	*[Reviewer]*	*[Comments resolved]*
3	*[Approve]*	*[Approver]*	*[Signed approval]*
4	*[Publish to controlled location; notify users]*	*[Doc controller]*	*[Register updated]*

04 Revision Control

Revision scheme	*[e.g. 00, 01, 02 / A, B, C]*
Minor vs major changes	
Change record	*[Revision history table in each document]*

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05 Distribution & Access

Master location	
Who can edit	
Who can view	
Printed copies rule	

06 Obsolete Documents

- [Remove from active location when superseded]
- [Mark retained copies 'OBSOLETE']
- [Archive for ... years]

07 External Documents

GUIDANCE *Standards, regulations and customer documents you rely on.*

How identified	
How kept current	
Owner	

08 Periodic Review

Review frequency	
Responsible	
Evidence of review	

09 Approval

GUIDANCE *Record who reviewed and approved this document.*

Role	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

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YOUR TEMPLATE IS READY. YOUR TIME IS LIMITED.

Need this document written, reviewed or formatted for you?

Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Document Control Procedure** and anything else you need.

SOPs & process docs

Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

Technical & API docs

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Quality & compliance

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Project & construction

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