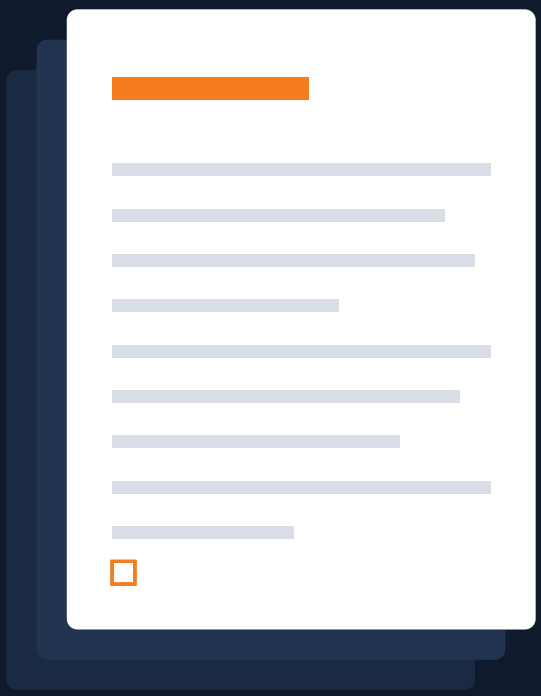
Documentation
Services Lab



FREE TEMPLATE

QUALITY & COMPLIANCE

Master Document Register

One directory of every active controlled document, its revision and owner.

PRIMARY FOCUS

One directory of all active documents

BEST FOR

Document controllers, team leads

About this template

The Master Document Register is the single source of truth for which documents are current. Each row shows the document number, title, revision, owner, effective date and next review, so anyone can check they are using the right version.

Detail	
Primary focus	One directory of all active documents
Best for	Document controllers, team leads

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

Register owner		**Last updated**	
Location of master copies			

01 Status Key

Status	Meaning
Active	Current, approved version
Draft	In preparation, not for use
Under review	Approved version in use, revision in progress
Obsolete	Withdrawn; retained for record

02 Controlled Documents

Doc no.	Title	Type	Rev.	Owner	Effective	Next review	Status
[SOP-QA-001]	*[Document Control]*	*[SOP]*	*[02]*				*[Active]*

03 External Documents

Reference	Title	Issuer	Version / year	Checked on
[ISO 9001]		*[ISO]*	*[2015]*	

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