



Document Control Procedure

Introduction

The laboratory recognises the importance of having an effective document control procedure in place to ensure that all of its documents are properly managed and controlled. This Document Control Procedure outlines the laboratory's approach to document control.

Purpose

The purpose of this Document Control Procedure is to ensure that all documents used by the laboratory are properly managed and controlled, and that they accurately reflect the laboratory's processes, procedures, and quality management system.

Scope

This Document Control Procedure applies to all documents used by the laboratory, including procedures, manuals, forms, and records.

Procedure

Document Identification and Classification: All documents used by the laboratory will be identified and classified and will be assigned a unique document number. The classification of documents will be based on their level of importance and the frequency of their use.

Document Control Process: The laboratory will establish a document control process that includes the following steps:

- All documents will be prepared and reviewed by the appropriate personnel and will be approved by the designated manager before they are put into use.
- The laboratory will maintain an up-to-date list of all of its documents and will distribute them as required to all personnel who need access to them. All documents will be reviewed and revised as necessary to ensure that they accurately reflect the laboratory's processes, procedures, and quality management system.
- The laboratory will maintain an archive of all of its documents and will retain them for the period specified in its records retention policy.

- The laboratory will use forms to control and manage the revision and distribution of its documents. These forms will include a document change request form, a document approval form, and a document distribution form.
- All personnel who need access to the laboratory's documents will be provided with the appropriate level of access. The laboratory will also maintain a secure electronic document management system to ensure that its documents are protected against unauthorised access or modification.
- The laboratory will regularly review its document control procedures and performance and will take appropriate steps to continuously improve its document control system. This may include monitoring key performance indicators and conducting internal audits of the system.

Conclusion

The laboratory is committed to ensuring that all of its documents are properly managed and controlled, and that they accurately reflect the laboratory's processes, procedures, and quality management system. This Document Control Procedure provides a framework for the laboratory's approach to document control and sets out the steps that it will take to ensure that its documents are properly managed and controlled.