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- Policy:** All documents used to provide work direction or set policy should be reviewed, approved, distributed, and controlled by the office of the Controller.
- Purpose:** To define the methods and responsibilities for controlling documents used to provide work direction or set policy, and to define methods for document revision, approval, and distribution.
- Scope:** This procedure applies to all documents required by the Accounting Management System. Documents of internal or external origin are included.
- Responsibilities:**
- The Controller is responsible for controlling and reviewing, at least annually, the Accounting Policy Manual, all procedures and instructions related to the Accounting Management System, and all External Documents that are required.
- The Office Manager is responsible for maintaining and controlling the Accounting Policy Manual, all procedures and instructions related to the Accounting Management System, and all External Documents that are required.
- Department Managers and Supervisors are responsible for ensuring the relevant versions of documents are available at the points of use and that they are legible.
- Definitions:**
- Controlled Document: A document that provides information or direction for performance of work is that is within the scope of this procedure. Characteristics of control include such things as Revision Number (letter), Signatures indicating review and approval, and Controlled Distribution.
- Document: Information and its supporting medium. The medium can be paper, magnetic, electronic, optical computer disc, photograph, or sample.
- External Document: A document of external origin that provides information or direction for the performance of activities within the scope of the quality management system. Examples include but are not limited to, customer drawings, industry standards, international standards, and equipment manuals.

Examples Of Document Control Forms

Matthew MacDonald



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