**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12215&utm_source=template-word&utm_medium=content&utm_campaign=Blank+and+Sample+Versions+of+a+Basic+Document+Control+Template-word-12215&lpa=Blank+and+Sample+Versions+of+a+Basic+Document+Control+Template+word+12215)Basic Document Control   
Template – Example**

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| Document Title | Document No. | Issue Date |
| EV Charging Station Installation Guide | PC-DOC-005 | 09/26/20XX |

## Revision History

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| --- | --- | --- | --- |
| Reason for Revision | Rev. No. | Approved by | Revision Date |
| Updated connection protocols for faster charging | 1.0 | Carmen Robertson | 07/10/20XX |
| Added safety procedures for weather conditions | 2.0 | Jason Desjardins | 08/01/20XX |
| Corrected errors in voltage calibration instructions | 3.0 | Olivia Carter | 08/18/20XX |
| Expanded guidelines for installation in rural areas | 4.0 | Sarah Goodwin | 09/05/20XX |
| Included additional maintenance steps | 5.0 | Victoria Pearson | 09/20/20XX |
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