**[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+Document+Control+Register+Log+Template+Template-word-12215&lpa=Blank+and+Sample+Versions+of+a+Document+Control+Register+Log+Template+Template+word+12215)Document Control Register Log   
Template – Example**

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| Doc  ID | Document  Type | Revision  No. | Issue Date | Revision Date | Date of Next  Revision | Days until Due / Days Overdue | Revision  Description | Owner | Revision Status |
| PC-001 | Installation Manual | 1.0 | 03/15/20XX | 07/10/20XX | 09/15/20XX | 5 days overdue | Updated installation guidelines | Technical Writer | Open |
| PC-002 | Safety Procedures | 2.0 | 04/01/20XX | 08/05/20XX | 12/01/20XX | Due in 20 days | Added emergency protocols | Safety Supervisor | Open |
| PC-003 | Maintenance Guide | 3.0 | 05/20/20XX | 09/15/20XX | 11/15/20XX | 10 days overdue | Edited maintenance schedule for charging stations | Operations Manager | Open |
| PC-004 | User Guide | 1.0 | 06/10/20XX | 08/20/20XX | 10/20/20XX | Due in 25 days | Revised user manual for EV charging software | Product Manager | Open |
| PC-005 | Compliance Checklist | 3.0 | 02/25/20XX | 06/30/20XX | 09/30/20XX | Due in 15 days | Updated checklist for regulatory compliance | Compliance Officer | Open |
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Document Control Register Log Template

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