**[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+System+Template-word-12215&lpa=Blank+and+Sample+Versions+of+a+Document+Control+System+Template+word+12215)Document Control System Template**

Document List

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| --- | --- | --- | --- | --- | --- | --- |
| Document ID | Document  Name | Document Type | Source  Area | Status | Last Revision Date | Reviews Performed to Date |
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Audit Team

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| Name | Area | Role | Email | Telephone | Status |
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Planning

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| Audit ID | Date | Type | Standards | Schedule | Performed | Status | Non-Conformities Identified | Non-Conformities Resolved | % Resolution |
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Appointments

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| Audit ID | Department | Non-Conformity Issue | Severity | Status |
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Action Plans

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| Non-Conformity Issue | Planned Action | Responsible | Dept. | Deadline | Held In | Status |
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