**[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=Six+Sigma+Document+Control+Plan+Template-word-12215&lpa=Six+Sigma+Document+Control+Plan+Template+word+12215)Six Sigma Document Control Plan Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Project ID | Document Number | Initiation Date |
|  |  |  |  |
| Process Name | Process Owner | Revision Number | Revision Date |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Prepared by | Date Prepared |  |  |  |  |  |  |
|  |  |  | Project Scope | | Control Plan | | |
| Approved by | Date Approved |  | Start Date | End Date | Page No. |  | Total Pages |
|  |  |  |  |  |  | – of – |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Process Step | CTQ | | Specification Characteristic | Specifications | | Unit of Measurement | Data Description | Measurement Method | Sample Size | Frequency of Measurement | Who Measures | Where Recorded | Corrective Action | Applicable SOP |
| KPIV | KPOV | LSL | USL |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |