RCP Requirement-	**II A 3** *Procedures to ensure document control, updating and distribution of relevant materials*
Best Practice Summary-	Document control procedures should tell how to- a) Request a document -- new or revised. b) Create a document – identify required format elements for different types of documents (e.g., "procedures" should include *purpose, responsibilities, procedure, and records*). c) Approve a document for issue. d) Revise a document and mark related changes. e) Distribute a document – introduce a matrix or list to track where it goes. f) Remove a document from the system. g) Retain records – identify period of retention, location of storage, and what to do when period of retention achieved (e.g., discard or archive). Circular notices (or equivalent written guidance issued from management) should carry an expiration date by which time removed from distribution and possibly integrated into related policy, procedure, etc.
Additional Guidance-	– Written procedures may be supplemented by tools to facilitate effective control including appropriate document management software. – Well-designed tables of contents pages can be used to incorporate numerous elements including revision tracking, change log, revision tracking etc. See attachment to this best practice. – Controls do not require complexity, though some larger organizations find the need to establish additional measures that are not necessary for smaller companies. – "Uncontrolled Copy" should appear on printed copies of documentation that is made available electronically.
Attachments-	1. Sample combination *Record of Changes & Table of Contents*

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