

Standards Board Approved Questions and Answers for RCP Document Control Requirements

Questions:

- Does the company have written procedures to ensure document control, updating and distribution of relevant materials? (RCP II-A-3)
- Does the company have a document control log or other similar document to show current compliance with their document control process? (RCP II-A-3)
- Does the document control log reflect that the system is maintained and current as of the date of the audit? (RCP II-A-3)

RCP Expectation:

The RCP requires each company to have written procedures to ensure document control, updating and distribution of relevant materials. To demonstrate this the auditor will look at the written procedures, expect a document control log or other such document used as a mechanism to track compliance with their process, and look for evidence in the log that the system is maintained and current.