

DiGiQi

Document Control Management



Document & Record Control

- Documents:
 - Every organization will have multiple documents such as Quality Manual, Standard Operating Procedures, Drawings, Machine manuals, Operator Instructions, so on.
 - All such documents are revised/ amended from time to time for various reasons such as launch of new product, addition of a new customer, engineering change in a product and so on.
 - Organization need to ensure that all people in the organization are using latest documents. In addition, these documents need to be approved by a competent person or a team of persons.
- Records:
 - Every organization need to prepare, approve and preserve records for their quality conformance.

This module facilitates cataloging of all documents – their amendment/ revision status, date of amendment, approving authority, indexing, location of storage of records, their disposal methods.

