

## Audit

Add Review

View

Edit

Revisions

## Plan

<b>Name:</b>	Documented Information Management
<b>Auditor:</b>	Jack Cranney
<b>Auditee:</b>	John Mason
<b>Last:</b>	21 Feb 2022
<b>Planned:</b>	28 Feb 2023

## Result

**Actual Audit Date:** 17 Feb 2023

**Previous Results Reviewed:** Yes

**Open Reviews:** No

**Report:** This is the second internal audit of the Documented Information Management Procedure. Two Findings were raised related to document ownership and type classification


1. The Roles within the Procedure should reflect the new titles of 'MyQ Hub Master' and 'System Consultant'
2. The Document Owner titles should be consistent with these new role titles.

See the related review to this audit report for more information.

The following details observations regarding the procedure:

- Section 1. Why was noted as correct and current.
- Section 2. Who describes the Managing Director and Quality Coordinator as two key personnel.
  - However, it is noted that there are inconsistencies with the new name changes to 'MyQ Hub Master' and 'System Consultant'.
- Section 3. Documents outlines the inputs and outputs of the process, of which are correct and current.
- Section 4.1 Outlines the general process related to use of the Document Register, of which was sighted. The process is current and correct. It is noted that the range of documents consists of Procedures, MyQuality information, Planning Documents, Guiding How-To Documents and Videos, 1x Manual and 1X Policy of the QMS.
  - Again, it is noted that there are some inconsistencies in the titles of personnel, including 'Director, myQ Hub Master, Document Controller, and System Consultant'. The organisation should consider aligning these titles of document owners to be consistent.
- Section 4.2 describes documented information reviews. Sighted evidence through internal audits and revision histories that documents may be updated as required.
- Section 4.3 describes external documented information. Noted use of external documentation in the Document Register
- Section 4.4 describes Retained Documented Information. Process is current and correct. Sighted Records Register.

**End of Audit Report.**

**Attach File:**  Document Register @17/02/2023  
 Records Register @17/02/2023

**Status:** OK

**Reported:** Yes

**Accepted:** Yes

**Next Audit:** 29 Feb 2024

**Create Next Audit:** Yes

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Review Name	Type	Target	Status
Internal Audit Finding: Document Control		31 Dec 2023	Closed

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#### Changes

Planned date changes for this audit 0

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#### Reviews

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Name	Type	Started	Target	Status
There are no reviews.				

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