

[organization name]

## Appendix 2 – List of External Documents

No.	Code	Name of Document	Version	Owner	Effective Date
1.	C2733				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					

**Commented [13A1]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

**Commented [13A2]:** If you want to find out more about document control, see:

Some Tips to make Document Control more useful for your QMS  
<https://advisera.com/9001academy/blog/2014/05/20/tips-make-document-control-useful-qms/>

**Commented [13A3]:** Use the code, name and version that is

**Commented [13A4]:** External document owners may include

**Commented [13A5]:** This is just an example of a document that

[job title]

[name]

[signature]

**Commented [13A6]:** Only necessary if document is in paper form.