

[organization name]

Appendix 2 – List of External Documents

No.	Doc ID	Name of Document	Version	Date	Review period
1.					
2.					
3.					
4.					
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19.					

[job title]

[name]

[signature]

Commented [134851]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [134852]: 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/>